



OTTAWA POLICE SERVICE
SERVICE DE POLICE D'OTTAWA

Working together for a safer community
La sécurité de notre communauté, un travail d'équipe



2008 - 2010

Collective Agreement

between

Ottawa Police Services Board

and

Ottawa Police Association

Civilian Personnel

13736 (02)

Date of expiry:
December 31, 2010
(and thereafter until
replaced by a new Agreement)

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ARTICLE 1 - CIVILIAN PERSONNEL

That this Agreement shall apply only to the CIVILIAN PERSONNEL of the Ottawa Police Service as hereinafter defined.

ARTICLE 2 - GLOSSARY OF TERMS

That in this Agreement, except where a contrary intention appears:

- (a) “Association” means the Ottawa Police Association
- (b) “Board” means the Ottawa Police Services Board
- (c) “Chief of Police” or “Chief” means the Chief of Police of the Ottawa Police Service
- (d) “Civilian Employee” or “Employee” means any person who may be employed from time to time by the Ottawa Police Service and who may occupy any of the positions set forth in Appendix “A” annexed hereto and forming part of this Agreement
- (e) “Service” or “length of service” shall include service with the Ottawa Police Service, including prior service recognized with the Gloucester, Nepean or Ontario Provincial Police Services hired under the provisions of Bill 143
- (f) The Board and Association agree that whenever applicable in this Agreement the singular number shall include the plural and the masculine gender shall include the feminine
- (g) “Employer” means the Ottawa Police Services Board

ARTICLE 3 - MANAGEMENT RIGHTS

- (a) The Association recognizes that, subject to the provisions of the *Police Services Act* and the Regulations made thereunder by the Lieutenant Governor in Council, it is the exclusive function of the Board to:
 - (i) hire;
 - (ii) maintain order, discipline and efficiency; and,
 - (iii) discharge, direct, classify, transfer, promote, demote or suspend, or otherwise discipline any employee.
- (b) The Board agrees that employees will be dealt with fairly and equitably and in a manner consistent with the provisions of this Agreement, the *Police Services Act*

and any Regulations made thereunder by the Lieutenant Governor in Council.

- (c) If an employee claims that the Board has exercised any of the functions outlined in paragraph (a) in violation of the provisions of this Agreement, the employee is entitled to exercise his/her rights commensurate with the provisions of the Grievance Procedures as outlined in this Agreement.

ARTICLE 4 - ASSOCIATION MEMBERSHIP

That it shall be a condition of continuous employment with the Ottawa Police Service:

- (a) That all present regular employees who come within this Agreement and who are members of the Association shall remain employees in good standing;
- (b) With the exception of students employed by the Ottawa Police Service, all future regular employees who come within this Agreement shall become members of the Association from the respective dates of commencement of their employment with the Ottawa Police Service and thereafter shall remain as such employees in good standing.

ARTICLE 5 - ASSOCIATION FEES AND DUES

That the Board concurs in the existing arrangement whereby the employer shall effect deductions from the regular salary of members of the Association with respect to their Association fees and dues when the employer has been authorized in writing to do so.

- (a) The employer shall deduct from each bi-weekly pay such sum as the Association may levy from time to time upon each employee.
- (b) The employer shall continue to make such deductions until this Agreement is terminated.
- (c) Within one week's time after the end of the month pay date of the preceding month, the sum so deducted shall be paid to the Association, e.g., deductions made for the month of January will be paid to the Association by the seventh of February.
- (d) Check-Off Cards

That the Chief of Police or the designate shall give a check-off authorization card to each new employee at the commencement of employment which shall be delivered forthwith to the Association.

ARTICLE 6 - WAGES AND SALARIES

- (a) The wages to be paid to each employee coming within this Agreement shall be in accordance with the rate of pay for each position as set forth in Appendix "A" annexed hereto and forming part of this Agreement provided, however, that the annual rate shown is for the purpose of establishing the scale and that the actual amount received in any year will be based on the sum of bi-weekly pays made in that year based on the annual salary rate.

When an employee has completed 20 years of employment with the employer, the employee will be eligible for an additional payment of \$500.00 per year. Such payment will be conditional on satisfactory performance during the year and payable to all eligible employees on strength in December of each year. For eligible employees not on strength in December, the payment would be on a pro rata basis.

- (b) That the Board may set rates of pay for any new or change in classifications.

ARTICLE 7 - SHIFT PREMIUMS

As per arbitration award of May 19, 1997:

7:01 Applicable to all employees except those specified in 7:02:

A tour of duty differential in the amount of ten (10) cents an hour shall be paid to all employees for all work performed on a regular or special tour of duty in which the majority of hours (four (4) or more hours) are worked after 3:00 p.m. exclusive of overtime.

A tour of duty differential in the amount of twenty (20) cents per hour shall be paid to all employees for all work performed on a regular or special tour of duty in which the majority of hours (four (4) or more hours) are worked after 9:00 p.m. exclusive of overtime.

Effective July 1, 2009:

Applicable to all employees except those specified in 7:02:

A tour of duty differential in the amount of forty-five (45) cents an hour shall be paid to all employees for all work performed on a regular or special tour of duty in which the majority of hours (four (4) or more hours) are worked after 3:00 p.m. exclusive of overtime.

A tour of duty differential in the amount of fifty-five (55) cents per hour shall be paid to all employees for all work performed on a regular or special tour of duty in which the majority of hours (four (4) or more hours) are worked after 9:00 p.m. exclusive of overtime.

7:02 “Grandfathered” provision as per arbitration award of May 19, 1997:

As at the date of signing of this Agreement, all full time permanent employees who were covered by the former Ottawa Civilian Agreement, and all temporary employees who were hired prior to January 1, 1995 and covered by the former Ottawa Civilian Agreement will remain eligible for the former Ottawa shift premium provisions while required to work shifts. Those provisions are as follows:

(a) 12:00 midnight Sunday to 11:50 p.m. Friday

Shift - 8:00 a.m. to 4:00 p.m. - 0%
 Shift - 4:00 p.m. to midnight - 5%
 Shift - midnight to 8:00 a.m. - 10%

(b) 12:00 midnight Friday to 11:50 p.m. Sunday

Shift - 8:00 a.m. to 4:00 p.m. - 5%
 Shift - 4:00 p.m. to midnight - 10%
 Shift - midnight to 8:00 a.m. - 15%

(c) In order to meet the demands for service, shifts may be varied and the premium provided in paragraph (a) above for each shift will be paid when 50% more of the hours of an individual shift falls within the hours indicated above.

ARTICLE 8 - HOURS OF WORK

8:01 For the purpose of this Agreement, an employee’s normal tour of duty shall be defined as the hours of duty assigned to employees of the Service by the regular posting of assignments as determined by the Chief of Police who shall inform the Association membership concerned.

8:02 (a) All civilian personnel falling within this Agreement shall work a thirty-five (35) hour week, from September to May, inclusive, with a fifteen minute break before the lunch period and a fifteen-minute break after the lunch period.

(b) From June 1 to Friday next before Labour Day employees shall work a six-and-a-half-hour (6½) day with only one fifteen (15) minute break per day, excluding those employees employed by the Transport Section, Information Desk Personnel, Telephone Operators, Computer Operators, Communication Clerks, CPIC Operators and Special Constables (with the exception of Firearms Officers) who shall continue to work the weekly hours outlined in paragraph (a) hereof.

(c) Employees requiring time off shall make application, and the Chief of Police or the designee shall have the final authority in granting the time off required.

- (d) Defined Shift Schedules and arrangements:

Communication Clerks, CPIC Operators and Report Analyst Shift Arrangements

The shift schedules and arrangements for CPIC Operators and Communication Clerks are as contained in the Letter of Understanding dated June 12, 2001 appended to the Collective Agreement (page 57).

The shift schedules and arrangements for Report Analysts are as contained in the Letter of Understanding dated May 2, 2002 appended to the Collective Agreement (page 63).

Further sections operating under the above terms may be introduced by the Chief at his discretion.

Information Desk Clerks and Charge Coordinators

The process to determine the shift schedule and arrangements is as outlined in the Letter of Understanding dated June 12, 2001 appended to the Collective Agreement (page 66).

Until the new shift schedule and arrangements have been determined for these sections, the thirty-five (35) day cycle and the methodology with regards to sick leave, vacation, etc. will remain in effect.

In the event of any problems arising with regards to the thirty-five (35) day cycle which cannot be resolved, the matter will be referred to the Ottawa Police Services Board for final disposition. The Association will have the right to present arguments in respect to the proposed matter by the Chief.

Special Constables Working in Central Cell Block

See Letter of Understanding on page 68 to establish a joint committee to review the existing shift schedule for Special Constables working in Central Cell Block.

ARTICLE 9 - DESIGNATED HOLIDAYS

- (a) That the following days be designated as statutory and declared holidays:

New Year's Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday (August)	One (1) Floating Day

- (b) In addition to those set out in the preceding paragraph, any day proclaimed by the Governor General in Council or the Lieutenant Governor in Council for the Province of Ontario or the Council of the City of Ottawa shall be a statutory holiday.
- (c) That employees required to work on a statutory holiday in addition to regular salary, shall be credited with one-half hour at straight time rate for each hour so worked, for which a employee can elect to receive either pay or time off in lieu.
- (d) Where an employee was unable to utilize any portion of the statutory holiday credits as specified herein, the employee will be paid by March 1 of each calendar year, any unused credits at the rate of pay the credits were earned.
- (e) Any employee who is required to work a shift rotation, which entails working all three shifts covered by a twenty-four (24) hour period, shall be allowed to choose a cash-in-lieu of statutory holidays for any portion of the annual allotment of statutory holidays. The employee must make his/her intentions known in writing prior to the annual leave draw. The employee will be paid by March 1 in the year in which they are earned.

ARTICLE 10 - OVERTIME

- (a) Overtime shall be deemed to be any time spent in the service of the employer in excess of an employee's normal tour of duty, at the rate of one and a half (1½) times the hourly rate excepting such time as is hereinafter defined as court time.
- (b) When an employee is required to be on duty for any period in excess of one-half (½) hour after a normal tour of duty, such time shall accumulate, including the first half hour and be credited to the employee as overtime.
- (c) Any employee required to work in excess of the hours on a daily or weekly basis, shall be compensated for at the rate of time and one-half, with the employee having the option of taking pay or time off in lieu.
- (d) For the purpose of this Agreement, a normal tour of duty shall be defined as the hours of duty assigned to an employee by the regular posting of assignments as determined by the Chief of Police.

The administration may change the tour of duty of an employee from that posted on the following basis:

- (i) If notification of the change is given twenty-four (24) hours or more in advance of the starting time of the employee's posted tour of duty, there shall be no premium.

- (ii) Otherwise, where an employee's normal tour of duty is changed, in addition to the normal pay or overtime accruing to the employee, the employee shall be entitled to a premium of three-quarter (3/4) of an hour's pay at straight time rate for each hour that the starting time of the employee's normal tour of duty has been changed to a maximum of four and one-half (4½) hours.
- (e) For the purpose of this Agreement, a call back shall be defined as the requiring of employees to be available for duty or the recall of employees to duty after the normal tour of duty and before the employees' next tour of duty other than under the conditions set forth in paragraph 10(a) above. Any recall to duty between midnight and 6:00 a.m. other than recall to a full tour of duty shall be treated as a call back and remunerated as set forth in the next paragraph.

In the case where employees are called back other than immediately prior to the start of the regular tour of duty, the employees shall be paid at the rate of one and one-half (1½) times at the employees' regular rate for each hour of duty with a minimum guarantee of three (3) hours of duty for the call back. (i.e. a guarantee of 3 hours at 1½ X for the call-back).

- (f) Employees who elect to receive payment in lieu of overtime shall receive same within sixty (60) days of such application on the form supplied to the Chief of Police or the designee. Employees who elect to accumulate overtime credit and in compensation thereof request time off shall on application to the Chief of Police or the designee receive such time within thirty (30) days of such application.
- (g) For the purposes of lieu time, as specified in section 10(c), a bank may be established by individual employees for the purpose of time off in lieu to a maximum of one hundred and twenty (120) straight time hours. One hundred and twenty (120) straight time hours for the time off in lieu purposes incorporates Article 11, Court Time, and all references to time off as a result of attending court. Any "payment" to be received under court time will be paid in accordance with the provisions of Article 10(c), Overtime, with the exception of Section 11(e) which remains status quo.
- (h) In the event an employee utilizes the hours accrued, the employee may then replenish the hours to one hundred and twenty hours (120) maximum in the future, based on his/her overtime.
- (i) The regular rate of pay shall be calculated as follows:

$$\frac{\text{Bi-weekly salary}}{\text{Bi-weekly hours of work}} = \text{hourly rate}$$

ARTICLE 11 - COURT TIME

- (a) Court time shall be deemed to be time spent by employees in off-duty hours in attendance at any court, civil trial, inquest, inquiry or departmental trial or hearing (excluding such time required to spend on such tribunal for personal reasons) or any time spent as a result of service to the Ottawa Police in litigation of any description.
- (b) When employees are required to attend court during normal tour of duty and are prevented from going off duty at the normal time, time in excess of the normal tour of duty shall be credited at time and one-half to employees' accumulated court time.
- (c) When an employee is required to attend court up to four hours immediately before or after his/her regular tour of duty, the employee shall be paid from the time required to report to court until the commencement of the employee's regular shift, or from the completion of the regular shift to the completion of the court appearance at time and one-half.
- (d) When an employee is required to attend court in off-duty hours, other than under the provisions of Article 11(c), the employee shall receive in compensation thereof time and one-half for each hour required in court with a minimum payment of four hours at straight time and a maximum payment of eight hours at straight time for each appearance.
- (e)
 - (i) Exclusive of 11(e)(ii) and unless otherwise provided in this Agreement, when employees are required to attend court on any occasion during annual vacation they shall be granted three (3) extra days leave in compensation thereof for each day or portion thereof for which they may elect to take pay or time off.
 - (ii) Where an employee has received notification prior to the vacation leave draw that he/she will be required for court as a future date and elects to draw vacation during the period that he/she is scheduled for the court appearance(s), then the provisions of Article 11(d) would apply for such court appearance(s), not 11(e)(i).
- (f) Any fee received by the employees shall be turned over to the employer in lieu of Court time as herein defined.
- (g) When an employee is required to attend an inquest and when the inquest continues past 12:30 a.m. they shall be entitled to an additional four (4) hours pay at time and one-half and above the entitlement under paragraph (d) above.
- (h) All employees shall be reimbursed for any parking expense incurred while

attending court, providing they submit proof satisfactory to the employer and in accordance with established procedure.

- (i) Notification of cancellation shall be a minimum of 24 hours prior to the commencement of regular scheduled days off.

For employees on extra days off (i.e. statutory holidays, overtime, compassionate leave, special leave, court time leave) who are scheduled to appear in court on those days and for employees returning from regular days off to work an afternoon or night shift who have a morning court appearance on that day, where the employee was not previously advised of the cancellation, the employer will leave a message on voice mail by 6 p.m. the night before the scheduled court appearance advising of the cancellation. The employee must check after 6 p.m. to see if there has been a cancellation. If the employee was not previously advised of the cancellation and the cancellation is not recorded on the voice mail and the employee is advised of the cancellation by phone in the morning of the court appearance, the employee will be entitled to two (2) hours pay at straight time. If the employee is not notified of the cancellation and attends court, the provisions of 11(d) would apply.

- (j) Where an employee has scheduled his/her annual vacation, the employee must receive notification of appearance or cancellation a minimum of fourteen (14) days prior to the commencement of his/her annual vacation. Any expenses (including any non-refundable expenses) incurred by the employee as a result of having to attend court during his/her vacation period will be reimbursed by the Board upon application by the employee.

Where the administration fails to provide proper notification as described herein, the employee will be entitled to the provisions of 11(e)(i).

- (k) When a retired employee is required to attend court, as defined in 11(a), the retired employee shall be compensated pursuant to 11(d) and in accordance with the employee's rate of pay at retirement.

ARTICLE 12 - ANNUAL VACATION

- (a) Other than the employees specified in subparagraph (b) all other employees coming within this Agreement shall be entitled to vacation with full pay on the following basis:

- (i) On completion of one (1) year of service and in each subsequent year, the employee shall be granted ten (10) working days.

For employees receiving more than ten working days vacation at January 1, 1999, they will retain that entitlement.

- (ii) In the year employees complete three (3) years of service and in each subsequent year, they be granted fifteen (15) working days.
- (iii) In the year employees complete ten (10) years of service and in each subsequent year, they be granted twenty (20) working days.
- (iv) In the year employees complete fifteen (15) years of service and in each subsequent year, they be granted twenty-five (25) working days.
- (v) In the year employees complete twenty (20) years of service and in each subsequent year, they be granted twenty-six (26) working days.
- (vi) In the year employees complete twenty-one (21) years of service and in each subsequent year, they be granted twenty-seven (27) working days.
- (vii) In the year employees complete twenty-two (22) years of service and in each subsequent year, they be granted twenty-eight (28) working days.
- (viii) In the year employees complete twenty-three (23) years of service and in each subsequent year, they be granted thirty (30) working days.
- (ix) In the year employees complete twenty-seven (27) years of service and in each subsequent year, they be granted thirty-five (35) working days.

Employees shall be entitled to take annual vacation in one or more holiday draws. The employee shall make the first draw in the usual manner (in order of seniority) and the subsequent draw (in order of seniority) after the first draw has been completed.

- (b) Each employee who has not completed one (1) year of service shall be entitled to five-sixth (5/6) of a day for each completed month of service.
- (c) Where, in any year, employees leave the Ottawa Police Service prior to receiving annual vacation in that year, the employees shall be given the proportionate amount of vacation earned for that year before the employees' name is removed from the pay sheet or before the resignation becomes effective.
- (d) Where in any year, employees die prior to receiving annual vacation in that year, there shall be paid to the estate an amount equal to the salary that would have been paid on the proportionate amount of vacation earned for that year.
- (e) Annual vacations shall be taken by employees in each section in order of seniority based on the total length of service with the employer.
- (f) Should employees be sick immediately prior to or during annual vacation and

should the illness require the employees to be confined to bed for a period of five or more days during annual vacation period, the employees shall be given the option of charging the time actually sick either to annual vacation or to sick leave. The balance of annual vacation or total vacation would then be taken outside the normally established vacation schedule and subject to the agreement of the Chief.

- (g) When employees are required to return to duty for any reason other than court while on annual vacation the employees shall be granted three extra days' pay for each day or portion thereof. This return to duty would only be on the orders of the Chief of Police.
- (h) In a year an employee leaves on retirement as specified under this Agreement, the employee shall be entitled to full vacation entitlement of that year.
- (i) An employee will not accumulate vacation leave for any period of time off:
 - (i) on Workplace Safety and Insurance Board (WSIB) benefits in excess of six (6) consecutive months;
 - (ii) as otherwise provided in this Agreement.

ARTICLE 13 - LEAVE WITH PAY

13:01 COMPASSIONATE LEAVE

- (a) Compassionate leave shall be granted to employees in the amount of four (4) working days immediately following the death of a relative. For the purpose of this section, a relative means wife, husband, common-law spouse, child, father, mother, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparents, grandchild or a person standing in loco-parentis.

Compassionate leave shall be granted to an employee in the amount of one (1) working day immediately following the death of a grandparent of the employee's spouse.

Common-law spouse is defined as two individuals who cohabit for a minimum of one year.

Grandparents are defined as the grandmother or grandfather of the employee or the parent of a person standing in loco-parentis to the employee.

13:02 SPECIAL LEAVE

- (a) Special leave to a maximum of three (3) days per year non-cumulative shall be granted an employee and it is to be utilized for special emergency situations

involving the health of an employee's spouse, children, and in the case of an employee's parent living in the same domicile and under the care of the employee.

The employee, to be entitled to this leave, would have no other annual leave, statutory holidays or overtime upon which the employee could draw.

- (b) Special leave of four (4) working days shall be granted to employees for the purpose of getting married.
- (c) The representative(s) of the Civilian personnel group shall be allowed a reasonable amount of leave of absence with pay per year to attend Police Association of Ontario meetings. The Association shall notify the Chief of Police, in writing, at least thirty (30) days prior to date of absence, time permitting.
- (d) A leave of absence shall be granted for a full-time designated executive officer for the Association at the cost of the Association, plus one (1) additional part-time assistant for up to two (2) occasions per calendar year. The Association shall provide at least thirty (30) days' notice to the Board of the request for the part-time assistant, indicating the length of such leave.

The employee will not be subject to discipline by the Board, under this Agreement, for activities related to his/her duties on behalf of the Association during the period of such leave.

It is further understood that any leave of absence for this part-time leave is without pay.

ARTICLE 14 - LEAVE WITHOUT PAY

For the period during which employees have been granted leave of absence without pay in excess of twenty (20) continuous working days within the calendar year, benefits including annual leave, sick leave, leave for statutory holidays, compassionate leave, seniority and all other benefits shall be suspended or adjusted on the basis of the period of total absence within the year. When the employees return to full-time employment with pay they shall be entitled to resume benefits at the level at which they were at, at the time when they absented themselves on leave without pay.

14:01 MATERNITY LEAVE

- (a) Every female employee who becomes pregnant, and has worked continuously for the employer for at least thirteen (13) weeks preceding the estimated date of her delivery shall notify the Chief of Police, in writing, of her pregnancy, time permitting, no less than five (5) months prior to the expected day of the

termination of her pregnancy, which day shall be verified by a qualified medical practitioner, and should be granted leave without pay upon request of the employee.

- (b) A female employee may commence maternity leave eleven (11) weeks immediately preceding the expected date of delivery.
- (c) The employer shall not require the female employee to resume her duties for a period of six (6) weeks after the actual day of delivery as confirmed by a statement of a duly qualified medical practitioner.
- (d) The periods mentioned in 14:01 (b) and 14:01 (c) shall be shortened or lengthened if requested by the female employee upon presentation of a statement of a duly qualified medical practitioner in support of such a request or may be shortened or lengthened upon mutual agreement between the Chief of Police and the female employee for other reasons.
- (e) The maximum length of a maternity leave shall not exceed one (1) year and shall terminate on a date mutually agreed to by the female employee and the Chief of Police. The return date is to be determined prior to the commencement of leave. Or, if she desires to return to work prior to the determined date, the employee granted maternity leave must give written notice to the Chief of Police at least two (2) full weeks before her return to work. Any employee who fails to return to work on the pre-determined day, or to provide written notice as aforesaid, shall be deemed to have terminated her employment.
- (f) Court Security Officers - subject to the employee's written request to the contrary, which must be supported by a duly qualified medical practitioner, any employee shall be assigned to duties not involving direct contact with prisoners during the term of her pregnancy.
- (g) Summons Servers - subject to the employee's written request to the contrary, which must be supported by a duly qualified medical practitioner, any employee shall be assigned to inside duties during the term of her pregnancy.
- (h) Any pregnant employee working with a VDT shall be offered alternate employment during the term of her pregnancy and shall not suffer any reduction in rate of pay or benefits because of such transfer.
- (i) The Board's obligation to reinstate the employee ends at the expiration of fifty (50) weeks of absence, provided a longer maternity leave has not been granted under 14:01 (e).
- (j) The Board shall continue to pay the premiums normally payable by the Board to maintain those fringe benefits to which the employee is entitled for a period of

fifty (50) weeks. For the remainder of the maternity leave, the employee shall reimburse the Board for all premiums payable by the Board.

- (k) An employee on maternity leave shall not lose seniority standing during such leave period to a maximum of one (1) year.
- (l) An employee shall not receive sick leave pay in accordance with Section 15:01 of this Agreement during the period of maternity leave.
- (m) Where an employee is granted maternity leave, such leave shall be counted for the purpose of calculating any entitlements based on years of service. Time spent on such leave shall also be counted for pay increment purposes.
- (n) Where an employee has been placed with a child or children for the purpose of adoption, or upon birth of a child, a leave of absence shall be granted under the same terms and conditions for the term as outlined for maternity leave.
- (o) Effective upon approval by the Canada Employment and Immigration Commission, the Board shall provide Supplemental Unemployment Benefits to employees on maternity/parental leave in accordance with the terms and conditions of the Supplemental Unemployment Benefit Plan as described in Appendix "B".

ARTICLE 15 - ACCIDENT AND SICKNESS LEAVE AND BENEFITS

15:01 (a) INCOME PROTECTION PLAN / SICK LEAVE

As per the arbitration award of May 19, 1997:

Each employee shall be eligible to receive Income Protection benefits in accordance with the following:

- (i) The Income Protection Plan provides for the continuance of salary in whole and/or in part, for a period up to seventeen weeks (595 hours) if an employee is absent due to non-occupational illness or accident. The Income Protection benefits provided will be based on the individual's length of service, and in accordance with the following schedule:

<u>Length of Service</u>	<u>100% Salary</u> (hours)	<u>75% Salary</u> (hours)
Less than 3 months	0	0
3 months but less than 1 year	0	595

1 year but less than 2 years	35	560
2 years but less than 3 years	70	525
3 years but less than 4 years	105	490
4 years but less than 5 years	140	455
5 years but less than 6 years	210	385
6 years but less than 7 years	245	350
7 years but less than 8 years	315	280
8 years but less than 9 years	385	210
9 years but less than 10 years	455	140
10 years but less than 15 years	525	70
15 years and over	595	0

- (ii) The Income Protection benefits will be limited in any calendar year to the number of hours specified above and the coverage at 100% or 75% salary shall be based on the anniversary date of the employee.

Employees off on Income Protection benefits who have utilized all of the 595 hours will only be eligible for an additional 595 hours coverage in the same or subsequent year after the employee has returned to active employment for at least 20 working days. It is understood that these additional hours in the same year will be at 75% of salary.

The elimination period for long-term disability will be 595 hours in accordance with the LTDI Policy with the carrier company.

- (iii) The employer may require the employee to produce a medical certificate after any four individual absences or any one absence or series of absences totalling more than four days in a year. For extended absences the employee will be required to produce a medical certificate within the first ten (10) days of any absence. It will be necessary to renew such certificate every twenty (20) days thereafter, unless the Chief is satisfied with the initial certificate indicating the total period of absence and probable date of return to work.
- (iv) Should an employee be absent on sick leave in excess of 595 hours the

employee shall not accumulate further leave of any kind until he/she returns to full duty.

- (v) If an employee is off on Income Protection, returns to work and has a reoccurrence of the same illness/injury within thirty (30) working days, for purposes eligibility for long-term disability the date of the initial claim will be the effective date for the waiting period to commence.
- (vi) An employee on Income Protection in receipt of 75% salary may utilize any accumulated leave credits (vacation, overtime, court time, statutory holiday) to top up to 100% salary.
- (vii) In extenuating circumstances, special consideration may be given by the Chief for long service employees who have historically demonstrated good attendance but who have utilized all of the Income Protection available in a year, have no other accumulated credits available, and who would be without pay while waiting the eligibility period for long term disability.

As per the arbitration award of May 19, 1997:

Applicable to employees who had accumulated sick leave credits under their former respective Collective Agreements:

Employees who had accumulated sick leave credits under the Collective Agreements with the former Gloucester, Nepean or Ottawa Police Services will no longer accumulate sick credits but will be covered by the Income Protection Plan as described above.

At termination of employment, employees who had accumulated sick leave credits under their former Agreements would remain eligible for the payout or utilization of such credits, where applicable, in accordance with the applicable provisions in the former Gloucester, Nepean or Ottawa Civilian Collective Agreements.

Refer to Letter of Understanding dated May 8, 2002 on page 70 regarding Sick Leave/IPP.

15:01 (b) ACCIDENTS UNDER WORKPLACE SAFETY & INSURANCE ACT

- (i) All employees shall be covered by the Workplace Safety and Insurance Board.
- (ii) Where employees are absent from duty as a result of personal illness or injury arising out of and in the course of duties within the meaning of the Workplace Safety and Insurance Board, the employees shall be provided with free hospitalization and medical care. The Board agrees that the employee will continue to receive full salary for the period of temporary

disablement as determined by the Workplace Safety and Insurance Board.

- (iii) Employees absent as a result of a personal injury or accident, as defined in 15:01(b)(ii), shall be required to produce a properly completed medical certificate within the first ten (10) days of absence. The employee shall be required to renew such certificate(s) at the request of the Workplace Safety and Insurance Board at their discretion, and a copy of that certificate shall be delivered by the employee to the Chief of Police or his designee.

ARTICLE 16 - ANNUAL MEDICAL EXAMINATION

All employees shall, if required, have an annual medical examination by the qualified medical practitioner of their choice, and all employees who attend for an examination shall obtain a copy of the medical report and a copy shall be sent to the Board.

If the Board is not satisfied, the Board, at its own expense, may have the employee attend for an examination before a qualified medical practitioner of the Board's choice. However, if the employee objects to the medical practitioner selected by the Board, he/she shall have the option of naming three (3) medical practitioners, one whom shall be selected by the Board.

ARTICLE 17 - MEDICAL PLAN

- (a) The Board agrees to pay one hundred percent (100%) of the cost required to fund single or family OHIP, whichever is required, to all employees.
- (b) The Board agrees to contribute towards the premium costs of the present semi-private hospital and extended medical program for employees on the following basis:

Effective January 1, 2007:

Single	\$ 53.59 per month
Family	\$151.24 per month

Effective January 1, 2009:

Single	\$ 59.75 per month
Family	\$168.63 per month

Further, that the monetary contributions be changed commensurate with the finalization of negotiations by the Ottawa Police Services Board with the Association with respect to the Police Personnel Collective Agreement.

ARTICLE 18 - LIFE INSURANCE, LONG-TERM DISABILITY, AND DENTAL

(a) LIFE INSURANCE

The Board agrees to pay the following towards the purchase of group life insurance for each employee:

All Employees	\$34.65 per month
AD & D	\$ 6.00 per month

(b) LONG-TERM DISABILITY

The Board agrees to adjust an employee's salary equal to one hundred percent (100%) of the cost of the premium for the long-term disability insurance. The cost of this insurance is fully paid by the employees. The long-term disability insurance provides a benefit equal to sixty percent (60%) of an employee's monthly salary, to a maximum benefit of four thousand dollars (\$4,000) per month.

An employee absent from duty on long-term disability insurance shall not accumulate annual leave or sick leave credits until he/she returns to active duty.

See Letter of Understanding dated May 8, 2002 on page 72 regarding Long-Term Disability.

(c) DENTAL

The Board agrees to contribute towards the premium cost of the present dental plan on the following basis:

Single	\$25.89 per month
Family	\$88.98 per month

Further, that the monetary contributions be changed commensurate with the finalization of negotiations by the Ottawa Police Services Board with the Association with respect to the Police Personnel Collective Agreement.

ARTICLE 19 - SPECIAL PAY ALLOWANCE

19:01 MEAL AND ACCOMMODATION ALLOWANCE

- (a) When an employee is required to carry out an assignment outside the City of Ottawa, off-duty time spent in travel will be reimbursed at the normal overtime rate to be taken in pay or time off.
- (b) Exclusive of trips to Aylmer, Ontario, when an employee is required by the

employer to take a course outside the City of Ottawa, off-duty time spent in travel will be reimbursed at the normal overtime rate but can only be taken on a time off in lieu basis.

- (c) When an employee is required to carry out an assignment outside the City of Ottawa, such employee shall be entitled to payment for:

<u>Meals</u>	a) Breakfast	\$10.00
	b) Lunch	\$15.00
	c) Dinner	\$25.00

1. Accommodations: The actual amount paid supported by a receipt.
2. Other expenses directly related to the out-of-town assignment and supported by receipts.
3. Employees required to use their own vehicle to travel outside the City of Ottawa shall be reimbursed at the rate of forty-two cents (\$0.42) per kilometre.

19:02 DRY CLEANING ALLOWANCE / UNIFORM REQUIREMENTS

Each employee working within the following sections: Transport, Property Room, Court Security, Summons Servers and Identification shall be supplied with a uniform and shall be allowed the sum of three hundred fifty dollars (\$350) per annum payable on the first pay of December each year to compensate for dry cleaning of uniforms.

Further, the monetary contributions be changed commensurate with the finalization of negotiations by the Ottawa Police Services Board with the Association with respect to the Police Personnel Collective Agreement.

ARTICLE 20 - ANNUAL INCREMENT

The normal effective date for the implementation of an employee’s salary increment within a pay range shall be the first day of the bi-weekly pay period following the appropriate salary increment date, as per pay schedule in Appendix “A”.

ARTICLE 21 - PROMOTION PROCEDURE

All vacancies for positions within the bargaining unit shall be posted for a period of not less than one week so that employees may make application. This includes all positions/jobs within the bargaining unit that last longer than four (4) months.

The following factors shall be considered in all matters of promotion:

- (a) The employee's qualifications, academic and otherwise for the position available;
- (b) The employee's general ability, efficiency and past record of performance and absenteeism as determined by the employer;
- (c) The employee's seniority.

ARTICLE 22 - ACTING PAY

As per arbitration award of May 19, 1997:

When, in accordance with a written instruction from the Chief or the authorized designee, employees temporarily perform the full duties of a position in a classification having a higher salary range than the one the employee presently enjoys, the employee shall be paid in accordance with the salary of the higher classification. Eligibility for pay purposes will be that the employee has performed the full duties and responsibilities of the position for consecutive full working days totalling at least thirty-five (35) hours or for scattered full working days during the year totalling at least seventy (70) hours.

If an employee has been acting in a position and is subsequently confirmed in that position, the time the employee was acting in that position will be considered when determining the appropriate placement in the pay grade for the position.

ARTICLE 23 - EMPLOYEES KILLED ON DUTY

To provide that the widow/widower or dependent of an employee who is killed in the course of duty would be eligible for the following considerations:

- (a) The maintenance of the salary of the employee's position to the widow/widower or dependent child (as defined by the Workplace Safety Insurance Board) including regular adjustments as negotiated on an annual basis.
- (b) In considering the total income for the purpose of this Article, the amount would be reduced by the amount of any pension from the Workplace Safety Insurance Board, from COSF, from OMERS or from any other source to which the Employer had contributed in whole or in part.
- (c) For the widow/widower, the arrangement would continue as long as there was a dependent child, as defined by the Workplace Safety Insurance Board, or for five (5) years, whichever is longer. In any event, the arrangement would cease at the time when the deceased employee would have attained retirement age.

For the dependent child, the arrangement would continue as long as the child remained a dependent child, as defined by the Workplace Safety Insurance Board. In any event, the arrangement would cease at the time when the deceased employee would have attained normal retirement age.

ARTICLE 24 - PENSIONS

- (a) The Board and the Association mutually agree that employees or the dependents shall be entitled on the employees' retirement or death, resignation or dismissal, to the benefits as set forth in the Corporation of the City of Ottawa Superannuation By-law number 7200 as amended from time to time, or in the case of employees employed after July 1, 1965 by the Ontario Municipal Employees Retirement System (OMERS) and Supplementary Agreement with the Ontario Municipal Employees Retirement System which may be applicable.

Retiree benefits for eligible employees - see Letter of Understanding dated May 21, 2002 on page 74.

ARTICLE 25 - GRIEVANCE PROCEDURE

- (a) It is agreed by both parties that for the purposes of this grievance procedure, a grievance shall be a difference of opinion between an employee or the Association or both, and the Employer as to the meaning or application of a provision of this Agreement. Those matters of discipline and any other matters regulated by the *Police Services Act* of Ontario and any regulations pursuant thereto shall not be deemed to constitute a grievance for the purpose of this procedure but shall be dealt with as prescribed by the *Police Services Act*.
- (b) The Ottawa Police Services Board shall recognize and deal with the Grievance Committee to be appointed by the Ottawa Police Association consisting of no more than four (4) employees of the Association who shall be employees of the Ottawa Police covered by this Agreement.
- (c) Any employee covered by the provision of this Agreement shall not file a grievance with the Association's Grievance Committee until such time as he/she has given his/her immediate supervisor an opportunity to adjust his/her complaint. If within ten (10) days after he/she becomes, or should have become, aware of the fact giving rise to the complaint, the complaint is not resolved, he/she may then present his/her grievance in writing to the Chair of the Association's Grievance Committee.
- (d) The Grievance Committee shall investigate the grievance of the employee, and if the Grievance Committee deems it advisable to do so, it shall present the grievance signed by the aggrieved employee to the Chief of Police or his designee within seven (7) days of the date upon which the grievance was presented to the Committee by the employee.
- (e) The Chief of Police and/or his designee, and the officer or officers directly involved, shall meet the Grievance Committee within seven (7) days from the date upon which the grievance is presented to him by the Grievance Committee,

and shall render his decision in writing within three (3) days thereafter.

- (f) If the Chief of Police or his designee fails to meet with the Grievance Committee within the said seven (7) days through his default or, if the decision of the Chief of Police or his designee is not acceptable to the Grievance Committee, or if the Chief of Police or his designee has not rendered his decision within the time prescribed by the preceding paragraph, the Grievance Committee may forward a copy of the employee's grievance to the secretary of the Ottawa Police Services Board, but shall do so within seven (7) days of the date upon which the Chief or his designee has rendered his decision, or if he fails to render any decision within said three (3) day period, or to meet within said seven (7) day period, then within ten (10) days after the expiration of such seven (7) or three (3) day period respectively.
- (g) The Ottawa Police Services Board shall, within fifteen (15) days after service of the copy of the grievance upon the secretary, meet with the Grievance Committee and the Ottawa Police Services Board and shall within seven (7) days after meeting with the Grievance Committee notify the said Committee in writing of its decision with regard to the grievance.
- (h) In the event that the decision of the Ottawa Police Services Board is not acceptable to the Grievance Committee, the said Committee may notify the said Board through its Executive Director that it desires the grievance to be submitted to arbitration, and the matter shall be dealt with under the provision of the *Police Services Act*. The decision of the Board of Arbitration shall be final and binding on both parties to the Agreement as well as upon the employee or employees involved in the dispute.
- (i) The Arbitrator shall not have the jurisdiction to alter or change any of the provisions of this Agreement or to substitute any new provision, nor to give any decision inconsistent with the terms and provisions of the Agreement or to deal with any matter not related to the subject matter of this Agreement.

ARTICLE 26 - JOB DESCRIPTION

The parties agree that an official job description is to be drafted and verified with the relevant employees of the bargaining unit and further that this job description, when finalized, will be forwarded to the Association for their records.

The job descriptions will be reviewed annually by way of the annual supervisor/employee evaluation review process, and where there are changes to the job duties, the job description will be updated. Where there are any unresolved issues pertaining to the job description, the matter shall be referred to the Director of Human Resources for determination.

When there are changes to the job duties and the job description(s) have been updated, where

appropriate the job(s) will be re-evaluated.

ARTICLE 27 - LAY-OFF AND RECALL

27:01 LAYOFF AND RECALL PROCEDURE

Both parties recognize that job security should increase in proportion to length of service. Therefore, in the event of layoff, employees shall be laid off in the reverse order of their seniority within their classification. Employees with the required seniority may bump the most junior employees of equal or lesser classification providing they are qualified to do the work. Employees shall be recalled in the order of their seniority, providing they are qualified to do the work.

27:02 NO NEW EMPLOYEES

Within the first 12 months after a layoff no new employees will be hired until those laid off have been given opportunity of re-employment, provided they are qualified to do the work and are available.

27:03 NOTICE OF LAYOFF

The Employer shall give notification to employees who are to be laid off on the following basis:

An employee with up to one year of service shall be granted two (2) week's notification.

An employee with greater than one (1) full year of service shall be granted one (1) additional week's notification for each additional full year of service to a maximum of ten (10) additional weeks notification.

After notice of layoff, the employee shall be paid in lieu of work for that part of the required notification period during which work was not made available.

ARTICLE 28 - LEGAL INDEMNIFICATION

28:01 Subject to the other provisions of this Article, an employee charged with and finally acquitted of a criminal or statutory offence, because of acts done in the attempted performance in good faith of his/her duties as an employee shall be indemnified for the necessary and reasonable legal costs incurred in the defence of such charges. See Letter of Understanding on page 75 regarding suspensions with pay.

28:02 Notwithstanding Clause 28:01, the Board may authorize payment of necessary and reasonable legal costs of an employee pleading or being found guilty of an offence described in Clause 28:01, where the court, instead of convicting the accused, grants him/her an absolute discharge, provided that the Board accepts the recommendation of the

Chief of Police, or an officer designated by him/her to make such a recommendation, that the employee's actions in the course of performing his/her duties were motivated by an intent to do his/her lawful duty, that such actions do not constitute any of the actions described in Clause 28:03 hereof, and that such indemnification will not in the opinion of the Board reduce respect for law enforcement to the City of Ottawa.

28:03 Notwithstanding Clause 28:01, the Board may refuse payment otherwise authorized under Clause 28:01 where the actions of the employee from which the charges arose amounted to a gross dereliction of duty or deliberate abuse of his/her powers as an employee.

28:04 Where an employee is a defendant in a civil action for damages because of acts done in the attempted performance in good faith of his/her duties as an employee, he/she shall be indemnified for the necessary and reasonable legal costs incurred in the defence of such an action in the following circumstances only:

- (a) Where the Chief of Police is not joined in the action as a party as set out in the *Police Services Act*, and the Chief of Police does not defend the action on behalf of himself/herself and of the employee as joint tortfeasers at the Board's sole expense;
- (b) Where the Chief of Police is joined as a party or elects to defend the action, but the solicitor retained on behalf of the Chief of Police and the employee is of the view that it would be improper for him/her to act for both the Chief of Police and the employee in that action.

28:05 An employee whose conduct is called into question in the course of an inquiry under the Coroner's Act because of acts done in the attempted performance in good faith of his/her duties as an employee shall be indemnified for the necessary and reasonable legal costs incurred in representing his/her interests in any such inquest in the following circumstances only:

- (a) Where the Chief of Police and/or the Board does not provide counsel to represent the employee at the inquest at the Board's expense; or,
- (b) Where the counsel provided by the Chief of Police or the Board to represent either or both of them along with the employee is of the opinion that it would be improper for him/her to act for both the Chief of Police or the Board and the employee in that action.

28:06 Where an employee intends to apply to the Board for indemnification hereunder, the employee shall, within thirty (30) days of being charged or receiving notice of other legal proceedings covered herein, or receiving notice that he/she will not be represented by counsel retained by the Chief of Police and/or the Board, apply in writing to the Chief of Police or to the officer designated by the Chief of Police to deal with such applications for approval to retain counsel and approval of the counsel to be so retained. In the event of any dispute concerning the counsel to be retained, the matter shall be resolved by an officer

designated by the Chief and an employee of the Association Executive designated for that purpose.

28:07 Where the Chief of Police, pursuant to Board policy, elects to provide legal counsel to defend an employee in any legal proceeding covered by this provision, the cost of such counsel is the Board's responsibility irrespective of the outcome of the proceedings and neither the employee nor the Board may rely upon the other provisions of this policy.

ARTICLE 29 - SICK LEAVE ELECTION

Employees involved in an off-duty motor vehicle accident resulting in the employee being absent from work shall have the option of utilizing his/her sick leave benefits, pursuant to Article 15 or to accept benefits from any other insurance plan that is available to the employee.

ARTICLE 30 - COLLEGE ALLOWANCE

Any employee required to attend the Ontario Police College in Aylmer, Ontario, will be provided with an allowance of one hundred seventy-five dollars (\$175.00) for each trip to and from Aylmer. Any employee required to attend any other work related training facility outside of the City of Ottawa shall be paid a travel allowance of forty-two cents (\$0.42) per kilometre each way.

ARTICLE 31 - TRAINING PAY

All employees of the Communication Centre who are required to train other employees shall be granted a premium of one dollar (\$1.00) per hour for which training is provided.

ARTICLE 32 - TEMPORARY EMPLOYEES

Temporary employees shall receive the applicable salary for the duties they are performing based on level one of the group for that position, as set out in Appendix "A", and shall receive a premium of ten (10) percent of the basic salary in lieu of benefits as set out in the following Articles of this Agreement: Articles 12, 14:01, 15, 17, and 18.

To qualify for the premium, the temporary employee must:

- (a) complete six (6) months of employment with the employer;
- (b) work a minimum of twenty (20) hours per week on a regular basis.

The normal effective date for the implementation of an employee's salary increment within his/her pay group shall be after having completed the equivalent of one (1) full time year at that level/step of the pay group and such employee will continue to advance with each additional equivalent full time year of service until reaching the highest level within that pay group. In the event a temporary employee becomes permanent full-time at that same pay group, the

group and level achieved as a temporary employee shall be maintained.

ARTICLE 33 - STAFF TRAINING POLICY

33:01 The Board agrees to pay for training and tuition costs as follows:

- (a) The need for specialized training for employees will continue. This will necessitate continued training to supply new skills and to update existing skills.

The policy of the Ottawa Police is to provide specialized on-duty training, detached-duty training, and to encourage off-duty training. The training is directed to augmenting specialized qualifications in various fields of law enforcement.

The policy of assisting an employee during a training period is widespread not only in industry and government but also in law enforcement agencies throughout North America.

- (b) The control of money spent on training will be exercised through the Ottawa Police operation budget. The Ottawa Police Education Section will be responsible for determining educational budget forecasts.

The Ottawa Police Services Board will be made aware of, and sanction, all budget requests, including those for educational purposes before the budget is approved by City Council. This is in keeping with the *Police Services Act, 1990*.

Transfer of funds from one account into the training account during the course of the budget year will only be permitted with approval of the Ottawa Police Services Board.

- (c) Essentially, the determination of who shall be granted assistance for training will be the responsibility of the Chief of Police, subject to the provision of funds within the current budget.

33:02 (a) TRAINING REQUIRING A LEAVE OF ABSENCE WITH PART PAY

- (a) To be eligible, an employee must have been in the employ of the Ottawa Police for three (3) years prior to considerations for requiring a leave of absence.
- (b) The training is to be in a field directly related to the employee's responsibilities in the Service.
- (c) Where this training is required by the Ottawa Police, payment should be as follows:

- (i) The employee shall be able to receive seventy-five percent (75%) of his/her salary during the training period, which period is not to exceed two (2) full academic years;
- (ii) During the normal school breaks, the employee will be expected to return to his/her regular position with the Ottawa Police during which time the employee will receive full salary;
- (iii) During the leave of absence, the employee will continue to accrue annual and sick leave proportionate to actual working months within the total period of leave of absence and will be eligible for all other benefits as outlined under the terms of the Collective Agreement with the Association to which he/she belongs;
- (iv) The employee's salary will be adjusted by general increases negotiated by the staff association to which he/she belongs but will not be eligible to receive a statutory increase until he/she has completed twelve (12) full working months;
- (v) The employee will enter into an agreement to remain with the Ottawa Police after completion of his studies for a period equal to twice the period for which he/she received training. For example, an employee who has received seventy-five percent (75%) of his/her salary plus benefits for two (2) academic years would undertake to remain with the Ottawa Police for a full forty-eight (48) months;
- (vi) If an employee fails to carry out his/her undertaking with the Ottawa Police, the Ottawa Police will recover from the employee the total amount of money spent by the Ottawa Police in enabling the employee to take this training;
- (vii) The training is to be given by an accredited school, college or university;
- (viii) Every effort should be made by the employee to obtain bursaries. The salary provision of the Ottawa Police should be such that in no case would the salary plus the bursary exceeds the amount which would be the employee's normal salary. Should the total of both exceed the employee's normal salary, the percentage payable by the Ottawa Police shall be reduced proportionately.

33:02 (b) TRAINING REQUIRING A LEAVE OF ABSENCE WITHOUT PAY

Employees may apply for leave of absence without pay for full-time attendance at university or college for the furtherance of post-secondary education in fields of study not required by their employment but of a nature to enhance the employee's value to the

Ottawa Police.

Applications for this leave shall be in accordance with Ottawa Police Standing Orders and the Chief of Police shall base his recommendation to the Board for the granting or denial of same on the employee's demonstrated potential for the assimilation of such study and its future value to his/her career progression in the Ottawa Police.

33:03 TRAINING OUTSIDE REGULAR HOURS OF WORK

- (a) An employee shall have his/her fees paid for all courses taken under this category.
- (b) The training is to be given by an accredited school, university or college.
- (c) Upon registration and approval, the employee will obtain an invoice or receipt from the institution of learning whereupon the Ottawa Police will initiate a pay sheet to be forwarded to the Finance Department who will either pay the fees directly to the institution concerned or to the employee.

33:04 TRAINING DURING REGULAR HOURS OF WORK

- (a) When training requires an employee to be absent for a period during the normal working day, the employee may be granted, with the permission of the Chief of Police, time off as long as it does not exceed ten (10) hours per week.
- (b) The employee will receive his/her complete salary during this period as well as all benefits under the Collective Agreement with the Association.
- (c) The training is to be given by an accredited school, university or college.

33:05 DETACHED DUTY TRAINING

Detached duty as defined in Miscellaneous Regulations of the Ottawa Police Standing Orders means physical separation of an employee of the Ottawa Police. Employees attending detached duty training within the City of Ottawa shall be entitled to payment of registration, tuition and other fees and expenses, including meals and lodging where provided intramurally.

Employees attending detached duty training outside the City of Ottawa shall be entitled to payment of registration and other fees, transportation and living allowances as posted in the current Collective Agreement.

33:06 It will be the responsibility of the Chief of Police to obtain regular progress reports and to retain such a report on file.

If the reports indicate that the employee has failed to regularly attend classes or does not

write the examinations, he/she will be required to reimburse the Ottawa Police to the full extent of fees paid on his/her behalf.

Whenever possible, advantage should be taken of all funds available to reimburse the Ottawa Police for training, however, the needs of service rather than the availability of grants should be the criterion upon which the training is given.

ARTICLE 34 - DURATION OF AGREEMENT

Unless otherwise provided, the terms and conditions of this Agreement shall remain in full force and effect until December 31, 2010 and thereafter from year to year until replaced by a new agreement, decision or award. If either party to this Agreement desires amendments, revisions or modifications to any section, they shall notify the other party in writing, not more than ninety (90) days and not less than thirty (30) days previous to the expiry date of the said Agreement, of their intention to amend, alter or revise the Agreement.

This Agreement shall enure and be binding upon not only the parties hereto agreed but also their respective successors and assigns.

Witness the Ottawa Police Services Board, attested to by the hand of its Chair and a member, and the Ottawa Police Association, attested to by the hands of its President and one (1) Director, respectively.

SIGNED, SEALED, AND DELIVERED in the City of Ottawa, in the Province of Ontario, this 18th day of February, 2010 in the presence of:

THE OTTAWA POLICE SERVICES
BOARD

Per:



Chair

THE OTTAWA POLICE
ASSOCIATION

Per:



PRESIDENT

APPENDIX "A" - SALARY SCHEDULES
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<u>Effective January 1, 2008 (2.21 % increase)</u>

	(1)	(2)	(3)	(4)	(5)
<u>Group 1</u>					
Annual	40,400.14	42,089.34	43,840.62	45,668.61	47,578.77
26 Pays	40,263.86	41,947.36	43,692.74	45,514.56	47,418.28
2 weeks	1,548.61	1,613.36	1,680.49	1,750.56	1,823.78
Hourly/70 hrs	22.123	23.048	24.007	25.008	26.054

Switchboard Operator

<u>Group 2</u>					
Annual	42,513.00	44,298.99	46,150.72	48,062.71	50,078.79
26 Pays	42,369.60	44,149.56	45,995.04	47,900.58	49,909.86
2 weeks	1,629.60	1,698.06	1,769.04	1,842.33	1,919.61
Hourly/70 hrs	23.280	24.258	25.272	26.319	27.423

ACIIS Data Entry Clerk, Admin Support-CIS, Admin Support-Fraud, Admin Support-MHCS, Admin Support-Partner Assault, Alarm Clerk, Court Liaison Clerk, Fleet Attendant, FOI Clerk, HRIS Administrative Support, Mail Services Attendant, VICLAS Data Entry Clerk

<u>Group 3</u>					
Annual	44,759.18	46,636.47	48,575.86	50,590.11	52,715.76
26 Pays	44,608.20	46,479.16	48,412.00	50,419.46	52,537.94
2 weeks	1,715.70	1,787.66	1,862.00	1,939.21	2,020.69
Hourly/70 hrs	24.510	25.538	26.600	27.703	28.867

Admin Assistant-Airport, Admin Assistant-Division Support, Admin Assistant-Drugs, Admin Assistant-HR Special Projects, Admin Assistant-Intelligence, Admin Assistant-IT Operations, Admin Assistant-Outreach and Development, Admin Assistant-Professional Development, Admin Assistant-SACA, Admin Assistant-Tactical, Admin Support-Crime Stoppers, Attendance Clerk, Call Centre Agent, Customer Service Representative, Evidence Control Attendant, File Storage Clerk, File Scanning Clerk, Finance Clerk, Fleet Facilitator, Identification Clerk, MCM Data Entry Clerk, Paid Duty Clerk, Payroll Clerk, Portable Radio Coordinator, Powercase Data Entry, QM Storekeeper, Supervisor-Switchboard, TSR Administrator

	(1)	(2)	(3)	(4)	(5)
<u>Group 4</u>					
Annual	47,368.76	49,355.63	51,442.84	53,548.49	55,780.06
26 Pays	47,208.98	49,189.14	51,249.38	53,367.86	55,591.90
2 weeks	1,815.73	1,891.89	1,971.13	2,052.61	2,138.15
Hourly/70 hrs	25.939	27.027	28.159	29.323	30.545

Admin Assistant-Collision Investigation, Admin Assistant-Guns and Gangs, Background Clearance Representative, Charge Coordinator, Court Coordinator, CPIC Operator, Senior Admin Assistant-CDCC, Senior Admin Assistant-CIS, Senior Admin Assistant-Corporate Planning, Senior Admin Assistant-District, Senior Admin Assistant-EOD, Senior Admin Assistant-HR, Senior Admin Assistant-IT, Senior Admin Assistant-Patrol, Senior Admin Assistant-Support Services, Senior Finance Clerk, Senior Finance Clerk-Petty Cash, Technical Assistant, Warrant Coordinator

Group 5

Annual	50,927.95	53,064.56	55,270.56	57,584.30	59,978.40
26 Pays	50,756.16	52,885.56	55,084.12	57,390.06	59,776.08
2 weeks	1,952.16	2,034.06	2,118.62	2,207.31	2,299.08
Hourly/70 hrs	27.888	29.058	30.266	31.533	32.844

Compensation Administrator, Corporate Communications Specialist, Document Server, Fleet Service Coordinator, FOI Analyst, Imaging Specialist, IT Support Analyst, IT Training Coordinator, Media Relations Specialist, Payroll Administrator, Report Analyst, Senior Admin Assistant-Legal Services, Senior Admin Assistant-Professional Standards, Special Constable, Telecommunications Support Analyst

Group 6

Annual	54,028.77	56,295.03	58,659.91	61,081.40	63,634.37
26 Pays	53,846.52	56,105.14	58,462.04	60,875.36	63,419.72
2 weeks	2,071.02	2,157.89	2,248.54	2,341.36	2,439.22
Hourly/70 hrs	29.586	30.827	32.122	33.448	34.846

AFIS Technician, Alarm Administrator, Benefits and Retirement Coordinator, Communications Centre Clerk, Community Developer, Constable Selection Process Coordinator, Crime Analyst, Crime Analyst-CIS, Crime Analyst-Drugs, Crime Free Multi-Housing Coordinator, Criminal Intelligence Analyst, Driving Instructor, Electronic Technician, Firearms Registration, ISMS

Administrator, Risk Management Analyst, Specialty Court Coordinator, Staffing Coordinator, Supervisor-Call Centre, Supervisor-Charge Coordinators, Supervisor-Court Liaison, Supervisor-CPIC, Supervisor-FOI, Supervisor-Mail Room, Supervisor-QM, TAS Coordinator, Traffic Analyst, Trainer and Outreach Worker, Volunteer Coordinator, WSIB Coordinator

	(1)	(2)	(3)	(4)	(5)
<u>Group 7</u>					
Annual	58,899.14	61,373.59	63,930.21	66,592.75	69,363.04
26 Pays	58,700.46	61,166.56	63,714.56	66,368.12	69,129.06
2 weeks	2,257.71	2,352.56	2,450.56	2,552.62	2,658.81
Hourly/70 hrs	32.253	33.608	35.008	36.466	37.983

CAD Application Coordinator, Communications Centre Training Coordinator, Evaluation Research Coordinator, Facilities Project Supervisor, Intranet/Internet Analyst, IT Data Analyst/System Developer, LAN/WAN Administrator, Network Support Analyst, Pilot-Air Support, PRP Pilot Administrator, Resource/GIS Analysis Coordinator, RMS Applications Coordinator, Senior Imaging Specialist, Supervisor-Report Analysts, Supervisor-Special Constables, Team Lead-Evidence Control

	(1)	(2)	(3)	(4)	(5)
<u>Group 8</u>					
Annual	64,195.00	66,888.59	69,686.27	72,586.21	75,606.68
26 Pays	63,978.46	66,662.96	69,451.20	72,341.36	75,351.64
2 weeks	2,460.71	2,563.96	2,671.20	2,782.36	2,898.14
Hourly/70 hrs	35.153	36.628	38.160	39.748	41.402

Community Development Coordinator, Health/Safety and Lifestyles Professional, Shift Supervisor-Communications Centre, Senior Financial Analyst, Senior Financial Analyst-Police Facilities, Senior HR Analyst

	(1)	(2)	(3)	(4)	(5)
<u>Group 9</u>					
Annual	69,976.63	72,913.09	75,949.99	79,127.51	82,407.30
26 Pays	69,740.58	72,667.14	75,693.80	78,860.60	82,129.32
2 weeks	2,682.33	2,794.89	2,911.30	3,033.10	3,158.82
Hourly/70 hrs	38.319	39.927	41.590	43.330	45.126

Audit Specialist, Crisis Counsellor, Data and System Analyst, Data Base Administrator, IT Application Support-PCA, IT Business Analyst, Labour Relations Advisor, LAN/WAN Specialist, Manager-Call Centre, Manager-Problem/Crime Analysis, Senior Network Engineer, Senior Network Engineer-Unix/Linus, Senior Security Engineer, Shift Manager-Communications Centre, Supervisor-Technical Services, Team Lead-IT Support Desk, Team Lead-Victim Crisis Unit

	(1)	(2)	(3)	(4)	(5)
<u>Group 10</u>					
Annual	76,273.22	79,478.14	82,787.14	86,225.80	89,830.64
26 Pays	76,015.94	79,210.04	82,507.88	85,934.94	89,527.62
2 weeks	2,923.69	3,046.54	3,173.38	3,305.19	3,443.37
Hourly/70 hrs	41.767	43.522	45.334	47.217	49.191

Manager-Compensation and Benefits, Manager-Corporate Communications, Manager-Corporate Planning, Manager-Court Liaison, Manager-Employee Services, Manager-Evidence Control, Manager-Financial Operations, Manager-Media Relations, Manager-Records, Security Program Manager, Software Team Leader, Software Team Leader-CAD, Team Lead-IT Security, Team Lead-Network Engineering

	(1)	(2)	(3)	(4)	(5)
<u>Group 11</u>					
Annual	84,660.78	88,218.14	91,875.94	95,723.65	99,704.68
26 Pays	84,375.20	87,920.56	91,566.02	95,400.76	99,368.36
2 weeks	3,245.20	3,381.56	3,521.77	3,669.26	3,821.86
Hourly/70 hrs	46.360	48.308	50.311	52.418	54.598

Manager-Capital Projects, Manager-Financial Planning, Manager-IT Applications, Manager-IT Operations, Manager-Telecommunications, Manager-Victim Crisis Unit, Program Manager-Strategic Youth Initiatives

Effective August 1, 2008 (1% increase)

	(1)	(2)	(3)	(4)	(5)
<u>Group 1</u>					
Annual	40,803.72	42,509.35	44,278.90	46,125.15	48,055.40
26 Pays	40,666.08	42,365.96	44,129.54	45,969.56	47,893.30
2 weeks	1,564.08	1,629.46	1,697.29	1,768.06	1,842.05
Hourly/70 hrs	22.344	23.278	24.247	25.258	26.315

Switchboard Operator

<u>Group 2</u>					
Annual	42,938.50	44,742.75	46,612.73	48,542.99	50,579.15
26 Pays	42,793.66	44,591.82	46,455.50	48,379.24	50,408.54
2 weeks	1,645.91	1,715.07	1,786.75	1,860.74	1,938.79
Hourly/70 hrs	23.513	24.501	25.525	26.582	27.697

ACIIS Data Entry Clerk, Admin Support-CIS, Admin Support-Fraud, Admin Support-MHCS, Admin Support-Partner Assault, Alarm Clerk, Court Liaison Clerk, Fleet Attendant, FOI Clerk, HRIS Administrative Support, Mail Services Attendant, VICLAS Data Entry Clerk

<u>Group 3</u>					
Annual	45,206.59	47,102.14	49,061.61	51,095.96	53,243.52
26 Pays	45,054.10	46,943.26	48,896.12	50,923.60	53,063.92
2 weeks	1,732.85	1,805.51	1,880.62	1,958.60	2,040.92
Hourly/70 hrs	24.755	25.793	26.866	27.980	29.156

Admin Assistant-Airport, Admin Assistant-Division Support, Admin Assistant-Drugs, Admin Assistant-HR Special Projects, Admin Assistant-Intelligence, Admin Assistant-IT Operations, Admin Assistant-Outreach and Development, Admin Assistant-Professional Development, Admin Assistant-SACA, Admin Assistant-Tactical, Admin Support-Crime Stoppers, Attendance Clerk, Call Centre Agent, Customer Service Representative, Evidence Control Attendant, File Storage Clerk, File Scanning Clerk, Finance Clerk, Fleet Facilitator, Identification Clerk, MCM Data Entry Clerk, Paid Duty Clerk, Payroll Clerk, Portable Radio Coordinator, Powercase Data Entry, QM Storekeeper, Supervisor-Switchboard, TSR Administrator

	(1)	(2)	(3)	(4)	(5)
<u>Group 4</u>					
Annual	47,841.74	49,848.69	51,937.82	54,083.55	56,337.04
26 Pays	47,680.36	49,680.54	51,762.62	53,901.12	56,147.00
2 weeks	1,833.86	1,910.79	1,990.87	2,073.12	2,159.50
Hourly/70 hrs	26.198	27.297	28.441	29.616	30.850

Admin Assistant-Collision Investigation, Admin Assistant-Guns and Gangs, Background Clearance Representative, Charge Coordinator, Court Coordinator, CPIC Operator, Senior Admin Assistant-CDCC, Senior Admin Assistant-CIS, Senior Admin Assistant-Corporate Planning, Senior Admin Assistant-District, Senior Admin Assistant-EOD, Senior Admin Assistant-HR, Senior Admin Assistant-IT, Senior Admin Assistant-Patrol, Senior Admin Assistant-Support Services, Senior Finance Clerk, Senior Finance Clerk-Petty Cash, Technical Assistant, Warrant Coordinator

	(1)	(2)	(3)	(4)	(5)
<u>Group 5</u>					
Annual	51,437.45	53,595.97	55,823.89	58,159.54	60,577.38
26 Pays	51,263.94	53,415.18	55,635.58	57,963.36	60,373.04
2 weeks	1,971.69	2,054.43	2,139.83	2,229.36	2,322.04
Hourly/70 hrs	28.167	29.349	30.569	31.848	33.172

Compensation Administrator, Corporate Communications Specialist, Document Server, Fleet Service Coordinator, FOI Analyst, Imaging Specialist, IT Support Analyst, IT Training Coordinator, Media Relations Specialist, Payroll Administrator, Report Analyst, Senior Admin Assistant-Legal Services, Senior Admin Assistant-Professional Standards, Special Constable, Telecommunications Support Analyst

	(1)	(2)	(3)	(4)	(5)
<u>Group 6</u>					
Annual	54,569.31	56,857.49	59,246.11	61,691.34	64,269.88
26 Pays	54,385.24	56,665.70	59,046.26	61,483.24	64,053.08
2 weeks	2,091.74	2,179.45	2,271.01	2,364.74	2,463.58
Hourly/70 hrs	29.882	31.135	32.443	33.782	35.194

AFIS Technician, Alarm Administrator, Benefits and Retirement Coordinator, Communications Centre Clerk, Community Developer, Constable Selection Process Coordinator, Crime Analyst, Crime Analyst-CIS, Crime Analyst-Drugs, Crime Free Multi-Housing Coordinator, Criminal

Intelligence Analyst, Driving Instructor, Electronic Technician, Firearms Registration, ISMS Administrator, Risk Management Analyst, Specialty Court Coordinator, Staffing Coordinator, Supervisor-Call Centre, Supervisor-Charge Coordinators, Supervisor-Court Liaison, Supervisor-CPIC, Supervisor-FOI, Supervisor-Mail Room, Supervisor-QM, TAS Coordinator, Traffic Analyst, Trainer and Outreach Worker, Volunteer Coordinator, WSIB Coordinator

	(1)	(2)	(3)	(4)	(5)
<u>Group 7</u>					
Annual	59,488.99	61,987.18	64,569.37	67,259.30	70,056.98
26 Pays	59,288.32	61,778.08	64,351.56	67,032.42	69,820.66
2 weeks	2,280.32	2,376.08	2,475.06	2,578.17	2,685.41
Hourly/70 hrs	32.576	33.944	35.358	36.831	38.363

CAD Application Coordinator, Communications Centre Training Coordinator, Evaluation Research Coordinator, Facilities Project Supervisor, Intranet/Internet Analyst, IT Data Analyst/System Developer, LAN/WAN Administrator, Network Support Analyst, Pilot-Air Support, PRP Pilot Administrator, Resource/GIS Analysis Coordinator, RMS Applications Coordinator, Senior Imaging Specialist, Supervisor-Report Analysts, Supervisor-Special Constables, Team Lead-Evidence Control

<u>Group 8</u>					
Annual	64,837.81	67,556.96	70,383.86	73,311.19	76,362.71
26 Pays	64,619.10	67,329.08	70,146.44	73,063.90	76,105.12
2 weeks	2,485.35	2,589.58	2,697.94	2,810.15	2,927.12
Hourly/70 hrs	35.505	36.994	38.542	40.145	41.816

Community Development Coordinator, Health/Safety and Lifestyles Professional, Shift Supervisor-Communications Centre, Senior Financial Analyst, Senior Financial Analyst-Police Facilities, Senior HR Analyst

	(1)	(2)	(3)	(4)	(5)
<u>Group 9</u>					
Annual	70,676.04	73,641.73	76,709.68	79,918.24	83,230.89
26 Pays	70,437.64	73,393.32	76,450.92	79,648.66	82,950.14
2 weeks	2,709.14	2,822.82	2,940.42	3,063.41	3,190.39
Hourly/70 hrs	38.702	40.326	42.006	43.763	45.577

Audit Specialist, Crisis Counsellor, Data and System Analyst, Data Base Administrator, IT Application Support-PCA, IT Business Analyst, Labour Relations Advisor, LAN/WAN Specialist, Manager-Call Centre, Manager-Problem/Crime Analysis, Senior Network Engineer, Senior Network Engineer-Unix/Linus, Senior Security Engineer, Shift Manager-Communications Centre, Supervisor-Technical Services, Team Lead-IT Support Desk, Team Lead-Victim Crisis Unit

	(1)	(2)	(3)	(4)	(5)
<u>Group 10</u>					
Annual	77,036.56	80,272.52	83,614.39	87,087.74	90,729.11
26 Pays	76,776.70	80,001.74	83,332.34	86,793.98	90,423.06
2 weeks	2,952.95	3,076.99	3,205.09	3,338.23	3,477.81
Hourly/70 hrs	42.185	43.957	45.787	47.689	49.683

Manager-Compensation and Benefits, Manager-Corporate Communications, Manager-Corporate Planning, Manager-Court Liaison, Manager-Employee Services, Manager-Evidence Control, Manager-Financial Operations, Manager-Media Relations, Manager-Records, Security Program Manager, Software Team Leader, Software Team Leader-CAD, Team Lead-IT Security, Team Lead-Network Engineering

	(1)	(2)	(3)	(4)	(5)
<u>Group 11</u>					
Annual	85,508.12	89,100.17	92,794.49	96,680.56	100,701.77
26 Pays	85,219.68	88,799.62	92,481.48	96,354.44	100,362.08
2 weeks	3,277.68	3,415.37	3,556.98	3,705.94	3,860.08
Hourly/70 hrs	46.824	48.791	50.814	52.942	55.144

Manager-Capital Projects, Manager-Financial Planning, Manager-IT Applications, Manager-IT Operations, Manager-Telecommunications, Manager-Victim Crisis Unit, Program Manager-Strategic Youth Initiatives

Effective January 1, 2009 (2.2 % increase)

	(1)	(2)	(3)	(4)	(5)
<u>Group 1</u>					
Annual	41,702.19	43,444.35	45,252.24	47,140.49	49,112.75
26 Pays	41,561.52	43,297.80	45,099.60	46,981.48	48,947.08
2 weeks	1,598.52	1,665.30	1,734.60	1,806.98	1,882.58
Hourly/70 hrs	22.836	23.790	24.780	25.814	26.894

Switchboard Operator

Group 2

Annual	43,882.62	45,727.05	47,639.04	49,611.29	51,691.28
26 Pays	43,734.60	45,572.80	47,478.34	49,443.94	51,516.92
2 weeks	1,682.10	1,752.80	1,826.09	1,901.69	1,981.42
Hourly/70 hrs	24.030	25.040	26.087	27.167	28.306

ACIIS Data Entry Clerk, Admin Support-CIS, Admin Support-Fraud, Admin Support-MHCS, Admin Support-Partner Assault, Alarm Clerk, Court Liaison Clerk, Fleet Attendant, FOI Clerk, HRIS Administrative Support, Mail Services Attendant, VICLAS Data Entry Clerk

Group 3

Annual	46,201.85	48,137.58	50,140.88	52,220.87	54,414.09
26 Pays	46,046.00	47,975.20	49,971.74	52,044.72	54,230.54
2 weeks	1,771.00	1,845.20	1,921.99	2,001.72	2,085.79
Hourly/70 hrs	25.300	26.360	27.457	28.596	29.797

Admin Assistant-Airport, Admin Assistant-Division Support, Admin Assistant-Drugs, Admin Assistant-HR Special Projects, Admin Assistant-Intelligence, Admin Assistant-IT Operations, Admin Assistant-Outreach and Development, Admin Assistant-Professional Development, Admin Assistant-SACA, Admin Assistant-Tactical, Admin Support-Crime Stoppers, Attendance Clerk, Call Centre Agent, Customer Service Representative, Evidence Control Attendant, File Storage Clerk, File Scanning Clerk, Finance Clerk, Fleet Facilitator, Identification Clerk, MCM Data Entry Clerk, Paid Duty Clerk, Payroll Clerk, Portable Radio Coordinator, Powercase Data Entry, QM Storekeeper, Supervisor-Switchboard, TSR Administrator

	(1)	(2)	(3)	(4)	(5)
<u>Group 4</u>					
Annual	48,893.61	50,946.21	53,080.99	55,274.21	57,577.00
26 Pays	48,728.68	50,774.36	52,901.94	55,087.76	57,382.78
2 weeks	1,874.18	1,952.86	2,034.69	2,118.76	2,207.03
Hourly/70 hrs	26.774	27.898	29.067	30.268	31.529

Admin Assistant-Collision Investigation, Admin Assistant-Guns and Gangs, Background Clearance Representative, Charge Coordinator, Court Coordinator, CPIC Operator, Senior Admin Assistant-CDCC, Senior Admin Assistant-CIS, Senior Admin Assistant-Corporate Planning, Senior Admin Assistant-District, Senior Admin Assistant-EOD, Senior Admin Assistant-HR, Senior Admin Assistant-IT, Senior Admin Assistant-Patrol, Senior Admin Assistant-Support Services, Senior Finance Clerk, Senior Finance Clerk-Petty Cash, Technical Assistant, Warrant Coordinator

	(1)	(2)	(3)	(4)	(5)
<u>Group 5</u>					
Annual	52,569.67	54,775.67	57,052.89	59,439.68	61,910.48
26 Pays	52,392.34	54,590.90	56,860.44	59,239.18	61,701.64
2 weeks	2,015.09	2,099.65	2,186.94	2,278.43	2,373.14
Hourly/70 hrs	28.787	30.295	31.242	32.549	33.902

Compensation Administrator, Corporate Communications Specialist, Document Server, Fleet Service Coordinator, FOI Analyst, Imaging Specialist, IT Support Analyst, IT Training Coordinator, Media Relations Specialist, Payroll Administrator, Report Analyst, Senior Admin Assistant-Legal Services, Senior Admin Assistant-Professional Standards, Special Constable, Telecommunications Support Analyst

	(1)	(2)	(3)	(4)	(5)
<u>Group 6</u>					
Annual	55,769.10	58,108.41	60,549.99	63,048.17	65,683.32
26 Pays	55,580.98	57,912.40	60,345.74	62,835.50	65,461.76
2 weeks	2,137.73	2,227.40	2,320.99	2,416.75	2,517.76
Hourly/70 hrs	30.539	31.820	33.157	34.525	35.968

AFIS Technician, Alarm Administrator, Benefits and Retirement Coordinator, Communications Centre Clerk, Community Developer, Constable Selection Process Coordinator, Crime Analyst, Crime Analyst-CIS, Crime Analyst-Drugs, Crime Free Multi-Housing Coordinator, Criminal

Intelligence Analyst, Driving Instructor, Electronic Technician, Firearms Registration, ISMS Administrator, Risk Management Analyst, Specialty Court Coordinator, Staffing Coordinator, Supervisor-Call Centre, Supervisor-Charge Coordinators, Supervisor-Court Liaison, Supervisor-CPIC, Supervisor-FOI, Supervisor-Mail Room, Supervisor-QM, TAS Coordinator, Traffic Analyst, Trainer and Outreach Worker, Volunteer Coordinator, WSIB Coordinator

	(1)	(2)	(3)	(4)	(5)
<u>Group 7</u>					
Annual	60,798.34	63,351.32	65,990.12	68,738.49	71,598.26
26 Pays	60,593.26	63,137.62	65,767.52	68,506.62	71,356.74
2 weeks	2,330.51	2,428.37	2,529.52	2,634.87	2,744.49
Hourly/70 hrs	33.293	34.691	36.136	37.641	39.207

CAD Application Coordinator, Communications Centre Training Coordinator, Evaluation Research Coordinator, Facilities Project Supervisor, Intranet/Internet Analyst, IT Data Analyst/System Developer, LAN/WAN Administrator, Network Support Analyst, Pilot-Air Support, PRP Pilot Administrator, Resource/GIS Analysis Coordinator, RMS Applications Coordinator, Senior Imaging Specialist, Supervisor-Report Analysts, Supervisor-Special Constables, Team Lead-Evidence Control

	(1)	(2)	(3)	(4)	(5)
<u>Group 8</u>					
Annual	66,264.04	69,043.46	71,932.44	74,923.69	78,042.77
26 Pays	66,040.52	68,810.56	71,689.80	74,670.96	77,779.52
2 weeks	2,540.02	2,646.56	2,757.30	2,871.96	2,991.52
Hourly/70 hrs	36.286	37.808	39.390	41.028	42.736

Community Development Coordinator, Health/Safety and Lifestyles Professional, Shift Supervisor-Communications Centre, Senior Financial Analyst, Senior Financial Analyst-Police Facilities, Senior HR Analyst

	(1)	(2)	(3)	(4)	(5)
<u>Group 9</u>					
Annual	72,230.11	75,261.53	78,397.05	81,676.83	85,062.53
26 Pays	71,986.46	75,007.66	78,132.60	81,401.32	84,775.60
2 weeks	2,786.71	2,884.91	3,005.10	3,130.82	3,260.60
Hourly/70 hrs	39.553	41.213	42.930	44.726	46.580

Audit Specialist, Crisis Counsellor, Data and System Analyst, Data Base Administrator, IT Application Support-PCA, IT Business Analyst, Labour Relations Advisor, LAN/WAN Specialist, Manager-Call Centre, Manager-Problem/Crime Analysis, Senior Network Engineer, Senior Network Engineer-Unix/Linus, Senior Security Engineer, Shift Manager-Communications Centre, Supervisor-Technical Services, Team Lead-IT Support Desk, Team Lead-Victim Crisis Unit

	(1)	(2)	(3)	(4)	(5)
<u>Group 10</u>					
Annual	78,731.24	82,038.41	85,453.33	89,003.39	92,725.10
26 Pays	78,465.66	81,761.68	85,165.08	88,703.16	92,412.32
2 weeks	3,017.91	3,144.68	3,275.58	3,411.66	3,554.32
Hourly/70 hrs	43.113	44.924	46.794	48.738	50.776

Manager-Compensation and Benefits, Manager-Corporate Communications, Manager-Corporate Planning, Manager-Court Liaison, Manager-Employee Services, Manager-Evidence Control, Manager-Financial Operations, Manager-Media Relations, Manager-Records, Security Program Manager, Software Team Leader, Software Team Leader-CAD, Team Lead-IT Security, Team Lead-Network Engineering

	(1)	(2)	(3)	(4)	(5)
<u>Group 11</u>					
Annual	87,389.06	91,059.64	94,836.14	98,808.04	102,916.90
26 Pays	87,094.28	90,752.48	94,516.24	98,474.74	102,569.74
2 weeks	3,349.78	3,490.48	3,635.24	3,787.49	3,944.99
Hourly/70 hrs	47.854	49.864	51.932	54.107	56.357

Manager-Capital Projects, Manager-Financial Planning, Manager-IT Applications, Manager-IT Operations, Manager-Telecommunications, Manager-Victim Crisis Unit, Program Manager-Strategic Youth Initiatives

Effective August 1, 2009 (1 % increase)

	(1)	(2)	(3)	(4)	(5)
<u>Group 1</u>					
Annual	42,118.55	43,878.97	45,705.13	47,611.64	49,603.98
26 Pays	41,976.48	43,730.96	45,550.96	47,451.04	49,436.66
2 weeks	1,614.48	1,681.96	1,751.96	1,825.04	1,901.41
Hourly/70 hrs	23.064	24.028	25.028	26.072	27.163

Switchboard Operator

<u>Group 2</u>					
Annual	44,320.90	46,183.59	48,115.66	50,108.00	52,208.09
26 Pays	44,171.40	46,027.80	47,953.36	49,938.98	52,031.98
2 weeks	1,698.90	1,770.30	1,844.36	1,920.73	2,001.23
Hourly/70 hrs	24.270	25.290	26.348	27.439	28.589

ACIIS Data Entry Clerk, Admin Support-CIS, Admin Support-Fraud, Admin Support-MHCS, Admin Support-Partner Assault, Alarm Clerk, Court Liaison Clerk, Fleet Attendant, FOI Clerk, HRIS Administrative Support, Mail Services Attendant, VICLAS Data Entry Clerk

<u>Group 3</u>					
Annual	46,663.87	48,619.68	50,643.07	52,743.15	54,958.29
26 Pays	46,506.46	48,455.68	50,472.24	52,565.24	54,772.90
2 weeks	1,788.71	1,863.68	1,941.24	2,021.74	2,106.65
Hourly/70 hrs	25.553	26.624	27.732	28.882	30.095

Admin Assistant-Airport, Admin Assistant-Division Support, Admin Assistant-Drugs, Admin Assistant-HR Special Projects, Admin Assistant-Intelligence, Admin Assistant-IT Operations, Admin Assistant-Outreach and Development, Admin Assistant-Professional Development, Admin Assistant-SACA, Admin Assistant-Tactical, Admin Support-Crime Stoppers, Attendance Clerk, Call Centre Agent, Customer Service Representative, Evidence Control Attendant, File Storage Clerk, File Scanning Clerk, Finance Clerk, Fleet Facilitator, Identification Clerk, MCM Data Entry Clerk, Paid Duty Clerk, Payroll Clerk, Portable Radio Coordinator, Powercase Data Entry, QM Storekeeper, Supervisor-Switchboard, TSR Administrator

	(1)	(2)	(3)	(4)	(5)
<u>Group 4</u>					
Annual	49,383.02	51,455.71	53,612.41	55,827.54	58,152.24
26 Pays	49,216.44	51,282.14	53,431.56	55,639.22	57,956.08
2 weeks	1,892.94	1,972.39	2,055.06	2,139.97	2,229.08
Hourly/70 hrs	27.042	28.177	29.358	30.571	31.844

Admin Assistant-Collision Investigation, Admin Assistant-Guns and Gangs, Background Clearance Representative, Charge Coordinator, Court Coordinator, CPIC Operator, Senior Admin Assistant-CDCC, Senior Admin Assistant-CIS, Senior Admin Assistant-Corporate Planning, Senior Admin Assistant-District, Senior Admin Assistant-EOD, Senior Admin Assistant-HR, Senior Admin Assistant-IT, Senior Admin Assistant-Patrol, Senior Admin Assistant-Support Services, Senior Finance Clerk, Senior Finance Clerk-Petty Cash, Technical Assistant, Warrant Coordinator

	(1)	(2)	(3)	(4)	(5)
<u>Group 5</u>					
Annual	53,095.60	55,323.52	57,622.65	60,033.18	62,529.54
26 Pays	52,916.50	55,136.90	57,428.28	59,830.68	62,318.62
2 weeks	2,035.25	2,120.65	2,208.78	2,301.18	2,396.87
Hourly/70 hrs	29.075	30.295	31.554	32.874	34.241

Compensation Administrator, Corporate Communications Specialist, Document Server, Fleet Service Coordinator, FOI Analyst, Imaging Specialist, IT Support Analyst, IT Training Coordinator, Media Relations Specialist, Payroll Administrator, Report Analyst, Senior Admin Assistant-Legal Services, Senior Admin Assistant-Professional Standards, Special Constable, Telecommunications Support Analyst

	(1)	(2)	(3)	(4)	(5)
<u>Group 6</u>					
Annual	56,326.08	58,689.13	61,156.27	63,678.20	66,340.74
26 Pays	56,136.08	58,491.16	60,949.98	63,463.40	66,116.96
2 weeks	2,159.08	2,249.66	2,344.23	2,440.90	2,542.96
Hourly/70 hrs	30.844	32.138	33.489	34.870	36.328

AFIS Technician, Alarm Administrator, Benefits and Retirement Coordinator, Communications Centre Clerk, Community Developer, Constable Selection Process Coordinator, Crime Analyst, Crime Analyst-CIS, Crime Analyst-Drugs, Crime Free Multi-Housing Coordinator, Criminal Intelligence Analyst, Driving Instructor, Electronic Technician, Firearms Registration, ISMS

Administrator, Risk Management Analyst, Specialty Court Coordinator, Staffing Coordinator, Supervisor-Call Centre, Supervisor-Charge Coordinators, Supervisor-Court Liaison, Supervisor-CPIC, Supervisor-FOI, Supervisor-Mail Room, Supervisor-QM, TAS Coordinator, Traffic Analyst, Trainer and Outreach Worker, Volunteer Coordinator, WSIB Coordinator

	(1)	(2)	(3)	(4)	(5)
<u>Group 7</u>					
Annual	61,406.46	63,984.99	66,649.36	69,425.12	72,314.11
26 Pays	61,199.32	63,769.16	66,424.54	69,190.94	72,070.18
2 weeks	2,353.82	2,452.66	2,554.79	2,661.19	2,771.93
Hourly/70 hrs	33.626	35.038	36.497	38.017	39.599

CAD Application Coordinator, Communications Centre Training Coordinator, Evaluation Research Coordinator, Facilities Project Supervisor, Intranet/Internet Analyst, IT Data Analyst/System Developer, LAN/WAN Administrator, Network Support Analyst, Pilot-Air Support, PRP Pilot Administrator, Resource/GIS Analysis Coordinator, RMS Applications Coordinator, Senior Imaging Specialist, Supervisor-Report Analysts, Supervisor-Special Constables, Team Lead-Evidence Control

	(1)	(2)	(3)	(4)	(5)
<u>Group 8</u>					
Annual	66,926.94	69,733.75	72,651.95	75,672.42	78,822.54
26 Pays	66,701.18	69,498.52	72,408.88	75,417.16	78,556.66
2 weeks	2,565.43	2,673.02	2,784.88	2,900.66	3,021.41
Hourly/70 hrs	36.649	38.186	39.784	41.438	43.163

Community Development Coordinator, Health/Safety and Lifestyles Professional, Shift Supervisor-Communications Centre, Senior Financial Analyst, Senior Financial Analyst-Police Facilities, Senior HR Analyst

	(1)	(2)	(3)	(4)	(5)
<u>Group 9</u>					
Annual	72,953.27	76,013.91	79,180.47	82,493.13	85,913.52
26 Pays	72,707.18	75,757.50	79,913.38	82,214.86	85,623.72
2 weeks	2,796.43	2,913.75	3,035.13	3,162.11	3,293.22
Hourly/70 hrs	39.949	41.625	43.359	45.173	47.046

Audit Specialist, Crisis Counsellor, Data and System Analyst, Data Base Administrator, IT Application Support-PCA, IT Business Analyst, Labour Relations Advisor, LAN/WAN Specialist, Manager-Call Centre, Manager-Problem/Crime Analysis, Senior Network Engineer, Senior Network Engineer-Unix/Linus, Senior Security Engineer, Shift Manager-Communications Centre, Supervisor-Technical Services, Team Lead-IT Support Desk, Team Lead-Victim Crisis Unit

Group 10

Annual	79,518.31	82,858.36	86,307.97	89,892.73	93,652.79
26 Pays	79,250.08	82,578.86	86,016.84	89,589.50	93,336.88
2 weeks	3,048.08	3,176.11	3,308.34	3,445.75	3,589.88
Hourly/70 hrs	43.544	45.373	47.262	49.225	51.284

Manager-Compensation and Benefits, Manager-Corporate Communications, Manager-Corporate Planning, Manager-Court Liaison, Manager-Employee Services, Manager-Evidence Control, Manager-Financial Operations, Manager-Media Relations, Manager-Records, Security Program Manager, Software Team Leader, Software Team Leader-CAD, Team Lead-IT Security, Team Lead-Network Engineering

Group 11

Annual	88,263.79	91,970.90	95,783.92	99,795.99	103,946.85
26 Pays	87,966.06	91,660.66	95,460.82	99,459.36	103,596.22
2 weeks	3,383.31	3,525.41	3,671.57	3,825.36	3,984.47
Hourly/70 hrs	48.333	50.363	52.451	54.648	56.921

Manager-Capital Projects, Manager-Financial Planning, Manager-IT Applications, Manager-IT Operations, Manager-Telecommunications, Manager-Victim Crisis Unit, Program Manager-Strategic Youth Initiatives

Effective January 1, 2010 (2.25 % increase)

	(1)	(2)	(3)	(4)	(5)
<u>Group 1</u>					
Annual	43,066.33	44,866.93	46,733.26	48,683.60	50,719.77
26 Pays	42,921.06	44,715.58	46,575.62	48,519.38	50,548.68
2 weeks	1,650.81	1,719.83	1,791.37	1,866.13	1,944.18
Hourly/70 hrs	23.583	24.569	25.591	26.659	27.774

Switchboard Operator

<u>Group 2</u>					
Annual	45,317.99	47,222.67	49,198.58	51,234.74	53,382.31
26 Pays	45,165.12	47,063.38	49,032.62	51,061.92	53,202.24
2 weeks	1,737.12	1,810.13	1,885.87	1,963.92	2,046.24
Hourly/70 hrs	24.816	25.859	26.941	28.056	29.232

ACIIS Data Entry Clerk, Admin Support-CIS, Admin Support-Fraud, Admin Support-MHCS, Admin Support-Partner Assault, Alarm Clerk, Court Liaison Clerk, Fleet Attendant, FOI Clerk, HRIS Administrative Support, Mail Services Attendant, VICLAS Data Entry Clerk

<u>Group 3</u>					
Annual	47,713.91	49,713.55	51,782.59	53,930.16	56,194.60
26 Pays	47,552.96	49,545.86	51,607.92	53,748.24	56,005.04
2 weeks	1,828.96	1,905.61	1,984.92	2,067.24	2,154.04
Hourly/70 hrs	26.128	27.223	28.356	29.532	30.772

Admin Assistant-Airport, Admin Assistant-Division Support, Admin Assistant-Drugs, Admin Assistant-HR Special Projects, Admin Assistant-Intelligence, Admin Assistant-IT Operations, Admin Assistant-Outreach and Development, Admin Assistant-Professional Development, Admin Assistant-SACA, Admin Assistant-Tactical, Admin Support-Crime Stoppers, Attendance Clerk, Call Centre Agent, Customer Service Representative, Evidence Control Attendant, File Storage Clerk, File Scanning Clerk, Finance Clerk, Fleet Facilitator, Identification Clerk, MCM Data Entry Clerk, Paid Duty Clerk, Payroll Clerk, Portable Radio Coordinator, Powercase Data Entry, QM Storekeeper, Supervisor-Switchboard, TSR Administrator

	(1)	(2)	(3)	(4)	(5)
<u>Group 4</u>					
Annual	50,493.32	52,613.50	54,819.50	57,083.94	59,459.77
26 Pays	50,323.00	52,436.02	54,634.58	56,891.38	59,259.20
2 weeks	1,935.50	2,016.77	2,101.33	2,188.13	2,279.20
Hourly/70 hrs	27.650	28.811	30.019	31.259	32.560

Admin Assistant-Collision Investigation, Admin Assistant-Guns and Gangs, Background Clearance Representative, Charge Coordinator, Court Coordinator, CPIC Operator, Senior Admin Assistant-CDCC, Senior Admin Assistant-CIS, Senior Admin Assistant-Corporate Planning, Senior Admin Assistant-District, Senior Admin Assistant-EOD, Senior Admin Assistant-HR, Senior Admin Assistant-IT, Senior Admin Assistant-Patrol, Senior Admin Assistant-Support Services, Senior Finance Clerk, Senior Finance Clerk-Petty Cash, Technical Assistant, Warrant Coordinator

<u>Group 5</u>					
Annual	54,289.91	56,568.96	58,919.48	61,384.54	63,935.69
26 Pays	54,106.78	56,378.14	58,720.48	61,177.48	63,720.02
2 weeks	2,081.03	2,168.39	2,258.48	2,352.98	2,450.77
Hourly/70 hrs	29.729	30.977	32.264	33.614	35.011

Compensation Administrator, Corporate Communications Specialist, Document Server, Fleet Service Coordinator, FOI Analyst, Imaging Specialist, IT Support Analyst, IT Training Coordinator, Media Relations Specialist, Payroll Administrator, Report Analyst, Senior Admin Assistant-Legal Services, Senior Admin Assistant-Professional Standards, Special Constable, Telecommunications Support Analyst

<u>Group 6</u>					
Annual	57,593.43	60,009.44	62,533.20	65,111.73	67,832.71
26 Pays	57,399.16	59,807.02	62,322.26	64,892.10	67,603.90
2 weeks	2,207.66	2,300.27	2,394.01	2,495.85	2,600.15
Hourly/70 hrs	31.538	32.861	34.243	35.655	37.145

AFIS Technician, Alarm Administrator, Benefits and Retirement Coordinator, Communications Centre Clerk, Community Developer, Constable Selection Process Coordinator, Crime Analyst, Crime Analyst-CIS, Crime Analyst-Drugs, Crime Free Multi-Housing Coordinator, Criminal Intelligence Analyst, Driving Instructor, Electronic Technician, Firearms Registration, ISMS

Administrator, Risk Management Analyst, Specialty Court Coordinator, Staffing Coordinator, Supervisor-Call Centre, Supervisor-Charge Coordinators, Supervisor-Court Liaison, Supervisor-CPIC, Supervisor-FOI, Supervisor-Mail Room, Supervisor-QM, TAS Coordinator, Traffic Analyst, Trainer and Outreach Worker, Volunteer Coordinator, WSIB Coordinator

	(1)	(2)	(3)	(4)	(5)
<u>Group 7</u>					
Annual	62,788.86	65,424.01	68,148.64	70,986.49	73,941.22
26 Pays	62,577.06	65,203.32	67,918.76	70,747.04	73,691.80
2 weeks	2,406.81	2,507.82	2,612.26	2,721.04	2,834.30
Hourly/70 hrs	34.383	35.826	37.318	38.872	40.490

CAD Application Coordinator, Communications Centre Training Coordinator, Evaluation Research Coordinator, Facilities Project Supervisor, Intranet/Internet Analyst, IT Data Analyst/System Developer, LAN/WAN Administrator, Network Support Analyst, Pilot-Air Support, PRP Pilot Administrator, Resource/GIS Analysis Coordinator, RMS Applications Coordinator, Senior Imaging Specialist, Supervisor-Report Analysts, Supervisor-Special Constables, Team Lead-Evidence Control

	(1)	(2)	(3)	(4)	(5)
<u>Group 8</u>					
Annual	68,433.52	71,302.42	74,286.36	77,374.40	80,595.75
26 Pays	68,202.68	71,061.90	74,035.78	77,113.40	80,323.88
2 weeks	2,623.18	2,733.15	2,847.53	2,965.90	3,089.38
Hourly/70 hrs	37.474	39.045	40.679	42.370	44.134

Community Development Coordinator, Health/Safety and Lifestyles Professional, Shift Supervisor-Communications Centre, Senior Financial Analyst, Senior Financial Analyst-Police Facilities, Senior HR Analyst

	(1)	(2)	(3)	(4)	(5)
<u>Group 9</u>					
Annual	74,594.98	77,725.02	80,962.80	84,348.50	87,847.43
26 Pays	74,343.36	77,462.84	80,689.70	84,063.98	87,551.10
2 weeks	2,859.36	2,979.34	3,103.45	3,233.23	3,367.35
Hourly/70 hrs	40.848	42.562	44.335	46.189	48.105

Audit Specialist, Crisis Counsellor, Data and System Analyst, Data Base Administrator, IT Application Support-PCA, IT Business Analyst, Labour Relations Advisor, LAN/WAN Specialist, Manager-Call Centre, Manager-Problem/Crime Analysis, Senior Network Engineer, Senior Network Engineer-Unix/Linus, Senior Security Engineer, Shift Manager-Communications Centre, Supervisor-Technical Services, Team Lead-IT Support Desk, Team Lead-Victim Crisis Unit

Group 10

Annual	81,307.95	84,722.87	88,249.18	91,916.11	95,760.18
26 Pays	81,033.68	84,437.08	87,951.50	91,606.06	95,437.16
2 weeks	3,116.68	3,247.58	3,382.75	3,523.31	3,670.66
Hourly/70 hrs	44.524	46.394	48.325	50.333	52.438

Manager-Compensation and Benefits, Manager-Corporate Communications, Manager-Corporate Planning, Manager-Court Liaison, Manager-Employee Services, Manager-Evidence Control, Manager-Financial Operations, Manager-Media Relations, Manager-Records, Security Program Manager, Software Team Leader, Software Team Leader-CAD, Team Lead-IT Security, Team Lead-Network Engineering

Group 11

Annual	90,248.83	94,039.94	97,938.79	102,042.17	106,286.16
26 Pays	89,944.40	93,722.72	97,608.42	101,697.96	105,927.65
2 weeks	3,459.40	3,604.72	3,754.17	3,911.46	4,074.14
Hourly/70 hrs	49.420	51.496	53.631	55.878	58.202

Manager-Capital Projects, Manager-Financial Planning, Manager-IT Applications, Manager-IT Operations, Manager-Telecommunications, Manager-Victim Crisis Unit, Program Manager-Strategic Youth Initiatives

Effective August 1, 2010 (1 % increase)

	(1)	(2)	(3)	(4)	(5)
<u>Group 1</u>					
Annual	43,496.99	45,315.59	47,200.59	49,170.44	51,226.97
26 Pays	43,350.27	45,162.74	47,041.38	49,004.57	51,054.17
2 weeks	1,667.32	1,737.03	1,809.28	1,884.79	1,963.62
Hourly/70 hrs	23.819	24.815	25.847	26.926	28.052

Switchboard Operator

<u>Group 2</u>					
Annual	45,771.17	47,694.90	49,690.56	51,747.09	53,916.13
26 Pays	45,616.77	47,534.01	49,522.95	51,572.54	53,734.26
2 weeks	1,754.49	1,828.23	1,904.73	1,983.56	2,066.70
Hourly/70 hrs	25.064	26.118	27.210	28.337	29.524

ACIIS Data Entry Clerk, Admin Support-CIS, Admin Support-Fraud, Admin Support-MHCS, Admin Support-Partner Assault, Alarm Clerk, Court Liaison Clerk, Fleet Attendant, FOI Clerk, HRIS Administrative Support, Mail Services Attendant, VICLAS Data Entry Clerk

<u>Group 3</u>					
Annual	48,191.05	50,210.69	52,300.42	54,469.46	56,756.54
26 Pays	48,028.49	50,041.32	52,124.00	54,285.72	56,565.09
2 weeks	1,847.25	1,924.67	2,004.77	2,087.91	2,175.58
Hourly/70 hrs	26.389	27.495	28.640	29.827	31.080

Admin Assistant-Airport, Admin Assistant-Division Support, Admin Assistant-Drugs, Admin Assistant-HR Special Projects, Admin Assistant-Intelligence, Admin Assistant-IT Operations, Admin Assistant-Outreach and Development, Admin Assistant-Professional Development, Admin Assistant-SACA, Admin Assistant-Tactical, Admin Support-Crime Stoppers, Attendance Clerk, Call Centre Agent, Customer Service Representative, Evidence Control Attendant, File Storage Clerk, File Scanning Clerk, Finance Clerk, Fleet Facilitator, Identification Clerk, MCM Data Entry Clerk, Paid Duty Clerk, Payroll Clerk, Portable Radio Coordinator, Powercase Data Entry, QM Storekeeper, Supervisor-Switchboard, TSR Administrator

	(1)	(2)	(3)	(4)	(5)
<u>Group 4</u>					
Annual	50,998.26	53,139.63	55,367.69	57,654.77	60,054.37
26 Pays	50,826.23	52,960.38	55,180.93	57,460.29	59,851.79
2 weeks	1,954.86	2,036.94	2,122.34	2,210.01	2,301.99
Hourly/70 hrs	27.927	29.099	30.319	31.572	32.886

Admin Assistant-Collision Investigation, Admin Assistant-Guns and Gangs, Background Clearance Representative, Charge Coordinator, Court Coordinator, CPIC Operator, Senior Admin Assistant-CDCC, Senior Admin Assistant-CIS, Senior Admin Assistant-Corporate Planning, Senior Admin Assistant-District, Senior Admin Assistant-EOD, Senior Admin Assistant-HR, Senior Admin Assistant-IT, Senior Admin Assistant-Patrol, Senior Admin Assistant-Support Services, Senior Finance Clerk, Senior Finance Clerk-Petty Cash, Technical Assistant, Warrant Coordinator

	(1)	(2)	(3)	(4)	(5)
<u>Group 5</u>					
Annual	54,832.81	57,134.65	59,508.42	61,998.39	64,575.04
26 Pays	54,647.85	56,941.92	59,307.68	61,789.25	64,357.22
2 weeks	2,101.84	2,190.07	2,281.06	2,376.51	2,475.28
Hourly/70 hrs	30.026	31.287	32.587	33.950	35.361

Compensation Administrator, Corporate Communications Specialist, Document Server, Fleet Service Coordinator, FOI Analyst, Imaging Specialist, IT Support Analyst, IT Training Coordinator, Media Relations Specialist, Payroll Administrator, Report Analyst, Senior Admin Assistant-Legal Services, Senior Admin Assistant-Professional Standards, Special Constable, Telecommunications Support Analyst

	(1)	(2)	(3)	(4)	(5)
<u>Group 6</u>					
Annual	58,169.37	60,609.54	63,158.53	65,762.85	68,511.04
26 Pays	57,973.15	60,405.09	62,945.48	65,541.02	68,279.94
2 weeks	2,229.74	2,323.27	2,420.98	2,520.81	2,626.15
Hourly/70 hrs	31.853	33.190	34.585	36.012	37.516

AFIS Technician, Alarm Administrator, Benefits and Retirement Coordinator, Communications Centre Clerk, Community Developer, Constable Selection Process Coordinator, Crime Analyst, Crime Analyst-CIS, Crime Analyst-Drugs, Crime Free Multi-Housing Coordinator, Criminal Intelligence Analyst, Driving Instructor, Electronic Technician, Firearms Registration, ISMS

Administrator, Risk Management Analyst, Specialty Court Coordinator, Staffing Coordinator, Supervisor-Call Centre, Supervisor-Charge Coordinators, Supervisor-Court Liaison, Supervisor-CPIC, Supervisor-FOI, Supervisor-Mail Room, Supervisor-QM, TAS Coordinator, Traffic Analyst, Trainer and Outreach Worker, Volunteer Coordinator, WSIB Coordinator

	(1)	(2)	(3)	(4)	(5)
<u>Group 7</u>					
Annual	63,416.75	66,078.25	68,830.13	71,696.36	74,680.63
26 Pays	63,202.83	65,855.35	65,597.95	71,454.51	74,428.72
2 weeks	2,430.88	2,532.90	2,638.38	2,748.25	2,862.64
Hourly/70 hrs	34.727	36.184	37.691	39.261	40.895

CAD Application Coordinator, Communications Centre Training Coordinator, Evaluation Research Coordinator, Facilities Project Supervisor, Intranet/Internet Analyst, IT Data Analyst/System Developer, LAN/WAN Administrator, Network Support Analyst, Pilot-Air Support, PRP Pilot Administrator, Resource/GIS Analysis Coordinator, RMS Applications Coordinator, Senior Imaging Specialist, Supervisor-Report Analysts, Supervisor-Special Constables, Team Lead-Evidence Control

	(1)	(2)	(3)	(4)	(5)
<u>Group 8</u>					
Annual	69,117.86	72,015.44	75,029.23	78,148.14	81,401.70
26 Pays	68,884.71	71,772.52	74,776.14	77,884.53	81,127.12
2 weeks	2,649.41	2,760.48	2,876.01	2,995.56	31,20.27
Hourly/70 hrs	37.849	39.435	41.086	42.794	44.575

Community Development Coordinator, Health/Safety and Lifestyles Professional, Shift Supervisor-Communications Centre, Senior Financial Analyst, Senior Financial Analyst-Police Facilities, Senior HR Analyst

	(1)	(2)	(3)	(4)	(5)
<u>Group 9</u>					
Annual	75,340.93	78,502.27	81,772.43	85,191.99	88,725.90
26 Pays	75,086.79	78,237.47	81,496.60	84,904.62	88,426.61
2 weeks	2,887.95	3,009.13	3,134.48	3,265.56	3,401.02
Hourly/70 hrs	41.256	42.988	44.778	46.651	48.586

Audit Specialist, Crisis Counsellor, Data and System Analyst, Data Base Administrator, IT Application Support-PCA, IT Business Analyst, Labour Relations Advisor, LAN/WAN Specialist, Manager-Call Centre, Manager-Problem/Crime Analysis, Senior Network Engineer, Senior Network Engineer-Unix/Linus, Senior Security Engineer, Shift Manager-Communications Centre, Supervisor-Technical Services, Team Lead-IT Support Desk, Team Lead-Victim Crisis Unit

Group 10

Annual	82,121.03	85,570.10	89,131.67	92,835.27	96,717.78
26 Pays	81,844.02	85,281.45	88,831.02	92,522.12	96,391.53
2 weeks	3,147.85	3,280.06	3,416.58	3,558.54	3,707.37
Hourly/70 hrs	44.969	46.585	48.808	50.836	52.962

Manager-Compensation and Benefits, Manager-Corporate Communications, Manager-Corporate Planning, Manager-Court Liaison, Manager-Employee Services, Manager-Evidence Control, Manager-Financial Operations, Manager-Media Relations, Manager-Records, Security Program Manager, Software Team Leader, Software Team Leader-CAD, Team Lead-IT Security, Team Lead-Network Engineering

Group 11

Annual	91,151.32	94,980.33	98,918.17	103,062.59	107,349.03
26 Pays	90,843.84	94,659.95	98,584.50	102,714.94	106,986.92
2 weeks	3,493.99	3,640.77	3,791.71	3,960.57	4,114.88
Hourly/70 hrs	49.914	52.011	54.167	56.437	58.784

Manager-Capital Projects, Manager-Financial Planning, Manager-IT Applications, Manager-IT Operations, Manager-Telecommunications, Manager-Victim Crisis Unit, Program Manager-Strategic Youth Initiatives

APPENDIX "B" - SUPPLEMENTAL UNEMPLOYMENT BENEFITS (MATERNITY LEAVE)

This appendix contains the terms and conditions of the Supplemental Unemployment Benefits provided for under Article 14:01 of the Collective Agreement.

- (a) The following group of employees are covered by the plan: all employees of the Ottawa Police Service as defined by Article 1 of the Collective Agreement for Civilian Personnel.
- (b) The plan is to supplement the unemployment insurance benefits received by workers for temporary unemployment caused as follows:
 - (1) For maternity leave for female employees for a period of fifteen (15) weeks, such plan covering the top up only of unemployment benefits;
 - (2) For parental leave for male and female employees for newborn and adoption for a period of two (2) weeks; such plan covering top up only;
 - (3) Effective August 1, 1992, for parental leave for male and female employees for newborn and adoption for a period of ten (10) weeks; such plan covering top up only.

- (c) Employees must prove that they have applied for and are in receipt of unemployment insurance benefits in order to receive payment under this plan.
- (d) The benefit level paid under this plan is set at ninety-three percent (93%) of the employees' regular weekly earnings.

In any week, the total amount of SUB payments and the weekly rate of UI benefits will not exceed ninety-five percent (95%) of the employees' weekly earnings.

- (e)
 - (1) The plan is financed through the employer's general revenue;
 - (2) SUB payments will be kept separate from payroll records.
- (f) The duration of the plan is from November 21, 1991 until revised.
- (g) The employer will inform the Canada Employment and Immigration Commission in writing of any changes to the plan within thirty (30) days of the effective date of the change.
- (h) Employees do not have a right to SUB payments except for supplementation of UI benefits for the unemployment period as specified in the plan.
- (i) Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits will not be reduced or increased by payments received under the plan.

LETTERS OF UNDERSTANDING

Grandfathered Procedure

LETTER OF UNDERSTANDING

In 1991, it was agreed that the individuals listed herein would form part of a "grandfathered" procedure. It was recognized by the parties that while they receive a salary higher than the classification dictates (which salary is listed herein and will be adjusted annually by the economic increase negotiated or arbitrated), that when their position becomes vacant for whatever reason, the filling of the position will be in accordance with the established classification of the Board.

<u>Name</u>	<u>By-weekly rate As of Jan 1/91</u>	<u>Normal Group As per Job</u>
* R. Berger	\$1,216.00	2
R. Binda	1,501.39	2
J. Blackburn	1,172.29	3
M. Maluski	1,348.51	2
K. Callahan	1,348.51	2
* M. Cheff	1,301.92	2
D. Cloutier	1,348.51	2
W. Erfle	1,348.51	2
L. Goldfarb	1,666.19	5
L. Hsiung	2,329.52	9
* D. Kelly	1,257.31	2
B. Kotlarewsky	1,931.53	7
* H. Baxter	1,301.92	2
* J. Legros	1,301.92	2
* G. Lepine	1,714.63	6
J. McClelland	1,267.34	3
J. McGillvray	1,501.39	2
* D. Paulin	1,172.29	3
J. Pope	1,348.51	2
G. Rawson	1,501.39	2
J. Rollo	1,931.53	7
* D. Seaman	1,844.73	7

* In 1991, these individuals had not reached the top level of their pay category on January 1, 1991 and their pay will change accordingly.

For the Ottawa-Carleton
Regional Police Association

For the Ottawa-Carleton
Regional Police Services Board

Date July 28, 1997

Shift Schedule for Communications Centre and CPIC Operators

LETTER OF UNDERSTANDING

Between the

OTTAWA POLICE SERVICES BOARD
(hereafter called “the Employer”)

and the

OTTAWA POLICE ASSOCIATION
(hereafter called “the Association”)

SHIFT SCHEDULE FOR COMMUNICATIONS CENTRE AND CPIC OPERATORS

PREFACE

During negotiations for the 1997 – 1999 Civilian Collective Agreement, in an effort to identify a more efficient shift schedule(s) to replace the schedule identified under 8.02 (j) of the 1996 collective agreement, a Letter of Understanding was signed on March 25, 1999 agreeing to the establishment of a Joint Civilian Shift Committee. The Committee was tasked with researching and studying shift schedules and making recommendations regarding the shifts and shift schedules. If the recommendation(s) were acceptable to the Employer and the Association, the recommendation(s) would be implemented. If the Committee could not reach agreement or if the recommendation(s) were not acceptable to the parties, then the matter would be referred to arbitration for disposition. Until the new provisions were determined, it was agreed that the shift schedule and provisions contained 8.02(j) of the 1996 collective agreement would remain in effect.

After extensive research and study, the Joint Shift Schedule Committee recommended shift schedules for Communications Centre and CPIC Operators. In accordance with these recommendations, the parties agree as follows:

TERMS AND CONDITIONS

1. All of the terms and conditions of the 1997 – 1999 Civilian Personnel Collective Agreement shall apply except as varied below to accommodate the revised Communications Centre and CPIC Operators Shift Schedules.
2. Duration of Shifts and Deployment of Personnel

All civilian personnel assigned to the Communications Centre or CPIC Section will be deployed in accordance with the agreed to Shift Schedule for the section.

Communications Centre Shift Schedule:

The shift rotation for the Communications Centre shall consist of a seven (7) team system, as identified in Appendix A. Six (6) teams will follow a Forty-two (42) Day Rotation Schedule, rotating through day, afternoon, and night shift, with the schedule repeating every forty-two (42) days. One (1) team shall follow a fixed shift. As part of the hours of work, all employees will also be required to attend seven (7) training days each calendar year.

The Forty-two Day Rotating Shift Schedule shall consist of:

Day Shift – seven (7) shifts of ten (10) hours from 0700 – 1700 hours;

Afternoon Shift – seven (7) shifts of eleven (11) hours from 0900 – 2000 hours or from 1700 – 0400 hours. Every 42 day cycle, employees would rotate between the 0900 and 1700 hour start time.

Night Shift – seven (7) shifts of eleven (11) hours from 2000–0700 hours;

Training Days – as scheduled – starting and finishing times to be identified. There shall be seven (7) nine and one half (9 1/2) hour training days per calendar year.

The Fixed Shift shall provide for a fixed shift of eight (8) hours (Tuesday – Saturday inclusive) from 1200 – 2000 hours.

In addition, there shall be seven (7) training days of nine and one-half (9 ½) hours each per calendar year, as scheduled, starting and finishing times to be identified.

CPIC Operators Shift Schedule

The shift rotation for CPIC Operators shall consist of a six (6) team system as identified in Appendix B. Each team will follow a day, afternoon, and night rotation and the schedule will repeat every forty-two (42) days as per the following:

Day Shift – seven (7) shifts of eleven (11) hours from 0645 – 1745 hours;

Afternoon Shift – seven (7) shifts of eleven (11) hours from 1500 – 0200 hours;

Night Shift – seven (7) shifts of eleven (11) hours from 2000 – 0700 hours.

*The hours of work identified in #2 include a 1 hour unpaid meal break each shift.

3. Evaluation Period

The Communications Centre and CPIC Operator Shift Schedules shall be implemented commencing March 5, 2001 and the period until February 28, 2002 shall be known as the evaluation period.

4. Notice of Desire to Modify or Amend During the Evaluation Period

By mutual agreement of the parties, modifications may be made to the Communications Centre and/or CPIC Operator Shift Schedules at any time during the evaluation period.

5. Notice of Desire to Modify, Amend or Change Following the Evaluation Period

At any time following the evaluation period, if the Communications Centre and/or CPIC Operator Shift Schedules or the provisions contained in this Letter of Understanding are no longer acceptable, notice must be given to the other party at least six (6) months prior to the proposed effective date for any change. The parties will meet within two (2) weeks of such notification to see if agreement can be reached. If an agreement cannot be reached within a one month period from the date of the initial meeting, the matter may be immediately referred to a third party for resolution. If the parties cannot agree on a third party, the selection of the third party will be made pursuant to 122(2) of the Police Services Act and said third party shall facilitate a meeting with the parties and render a decision in a timely fashion.

Until the parties mutually agree or a decision is rendered by the third party, the Communications Centre and/or CPIC Operator Shift Schedules will remain in place.

6. Leave Credits

Exclusive of statutory holiday, bereavement and marriage leave taken during the year, leave will be credited, deducted and recorded in hours so that the hours available for leave will be on the basis of one day equating to seven (7) hours.

Statutory holiday, bereavement and marriage leave will be deducted as one day for each work day taken. However, for employees eligible for payment in lieu of statutory holidays, the payment will be seven (7) hours for each statutory holiday.

It is agreed that for the purpose of the annual vacation draw, as set out in Article 12(e) of the Civilian Personnel Collective Agreement, the draw will be conducted in hours and time taken in each draw must be consecutive.

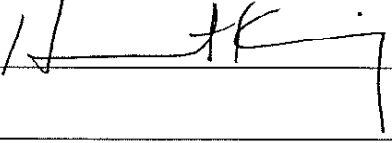
7. This Letter of Understanding will be attached to the Collective Agreement, but it is agreed that if the Communications Centre and/or CPIC Operator Shift Schedules are no longer acceptable, the process for change is as outlined in the Letter of Understanding as per #5 above.

Attachments:

Appendix A: Communications Centre Shift Schedule

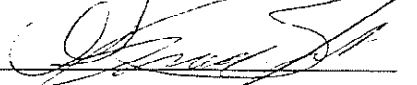
Appendix B: CPIC Operator Shift Schedule

FOR THE POLICE SERVICES BOARD



Date _____

FOR THE ASSOCIATION



Date April 2/01

APPENDIX "A"

7 TEAM - 42 DAY CYCLE (2001 SCHEDULE)

	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F						
A			A	A			A	A	A			A	A			N	N			N	N	N			N	N			D	D	T		D	D	D			D	D			D	D					
B			D	D	T		D	D	D			D	D			A	A			A	A	A			A	A			N	N			N	N	N			N	N			N	N					
D			N	N			N	N	N			N	N			D	D	T		D	D	D			D	D			A	A			A	A	A			A	A	A			A	A				
C	A	A			A	A				N	N			N	N	N			N	N			D	D	T		D	D	D			D	D			A	A			A	A			A				
E	D	D			D	D				A	A			A	A	A			A	A			A	A			N	N			N	N			N	N	N			N	N			N	N			
F	N	N			N	N				D	D	T		D	D	D			D	D			A	A			A	A	A			A	A			A	A			N	N			N				
	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F						
JAN	27	28	29	30	31											1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26							
FEB						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28															
MAR	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20				
APR	21	22	23	24	25	26	27	28	29	30			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
MAY										1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
JUN	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30															1				
JUL	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24				
AUG	25	26	27	28	29	30	31									1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24									
SEP							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30												
OCT	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																		1	2	3	4	5
NOV	17	18	19	20	21	22	23	24	25	26	27	28	29	30																																		
DEC	29	30	31							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28											

REVISED 01/01

HOURS OF WORK

DAYS 0700 - 1700
 A1 0900 - 2000
 A2 1700 - 0400
 NIGHTS 2000 - 0700
 FIXED 1200 - 2000 TUES-SAT

COMM CENTRE COMPLEMENT - 88 PERSONS

6 PLATOONS
 14 PER PLATOON
 4 FLOATERS ASSIGNED TO FIXED SHIFT

Training Day

SAT/SUN

APPENDIX "B"

42 DAY CYCLE (2001 SCHEDULE)

	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F								
A			A	A			A	A	A			A	A			N	N			N	N	N			N	N						D	D			D	D	D			D	D								
B			D	D			D	D	D			D	D			A	A			A	A	A			A	A					N	N			N	N	N			N	N									
D			N	N			N	N	N			N	N			D	D			D	D	D			D	D					A	A			A	A	A			A	A									
C	A	A			A	A				N	N			N	N	N			N	N			D	D			D	D	D			D	D						A	A			A	A						
E	D	D			D	D				A	A			A	A	A			A	A			N	N			N	N	N			N	N						D	D			D	D						
F	N	N			N	N				D	D			D	D	D			D	D			A	A			A	A	A			A	A						A	A			N	N						
	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F								
JAN	27	28	29	30	31											1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26									
FEB						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28																	
MAR	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																												
APR	21	22	23	24	25	26	27	28	29	30													1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20								
MAY											1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
JUN	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30															1						
JUL	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																																
AUG	25	26	27	28	29	30	31																1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24				
SEP								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30													
OCT	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																				1	2	3	4	5
NOV	17	18	19	20	21	22	23	24	25	26	27	28	29	30																																				
DEC	29	30	31													1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							

REVISED 01/01

HOURS OF WORK		CPIC COMPLEMENT - 9 PERSONS		SAT/SUN
DAYS 0645 - 1745		6 PLATOONS		
AFTS 1500 - 0200		1 PER PLATOON		
NIGHTS 2000 - 0700		1 RELIEF PER SIDE/ 1 FLOATER		

Shift Schedule for Report Analyst Unit

LETTER OF UNDERSTANDING

Between the

OTTAWA POLICE SERVICES BOARD
(hereafter called "the Employer")

and the

OTTAWA POLICE ASSOCIATION
(hereafter called "the Association")

SHIFT SCHEDULE FOR REPORT ANALYST UNIT

TERMS AND CONDITIONS

1. All of the terms and conditions of the 1997 – 1999 Civilian Personnel Collective Agreement shall apply except as varied below to accommodate the Report Analyst Unit Shift Schedule.
2. Duration of Shifts and Deployment of Personnel

All civilian personnel assigned to the Report Analyst Unit will be deployed in accordance with the agreed to Shift Schedule for the section.

The shift rotation for the Report Analyst Unit shall consist of a six (6) team system following a forty-two (42) day rotation. Each team will be scheduled for day and afternoon shifts as identified in Appendix A.

Day Shift - eleven (11) hours from 0645 - 1745 hours;

Afternoon Shift - eleven (11) hours from 1200 - 2300 hours or 1600 – 0300 hours;

* The hours of work identified above include a 1 hour unpaid meal break each shift.

3. Evaluation Period

The Report Analysts Shift Schedule shall be implemented as close to or commencing June 1, 2002, and the period until December 31, 2002 shall be known as the evaluation period.

4. Notice of Desire to Modify or Amend During the Evaluation Period

By mutual agreement of the parties, modifications may be made to the Report Analysts Shift Schedule at any time during the evaluation period.

5. Notice of Desire to Modify, Amend or Change Following the Evaluation Period

At any time following the evaluation period, if the Report Analyst Shift Schedule or the provisions contained in this Letter of Understanding are no longer acceptable, notice must be given to the other party at least six (6) months prior to the proposed effective date for any change. The parties will meet within two (2) weeks of such notification to see if agreement can be reached. If an agreement cannot be reached within a one month period from the date of the initial meeting, the matter may be immediately referred to a third party for resolution. If the parties cannot agree on a third party, the selection of the third party will be made pursuant to 122 (2) of the Police Services Act and said third party shall facilitate a meeting with the parties and render a decision in a timely fashion.

Until the parties mutually agree or a decision is rendered by the third party, the Report Analyst Unit Shift Schedule will remain in place.

6. Notwithstanding #4 and #5 above, it is understood and agreed that if modifications are made to the 42 Day Uniform Platoon Shift Schedule, whether during or following the evaluation period, then the Report Analyst Unit Shift Schedule will be modified accordingly.

7. Leave Credits

Exclusive of statutory holiday, bereavement and marriage leave taken during the year, leave will be credited, deducted and recorded in hours so that the hours available for leave will be on the basis of one day equating to seven (7) hours.

Statutory holiday, bereavement and marriage leave will be deducted as one day for each work day taken. However, for employees eligible for payment in lieu of statutory holidays, the payment will be seven (7) hours for each statutory holiday.

It is agreed that for the purpose of annual vacation draw, as set out in Article 12(e) of the Civilian Personnel Collective Agreement, the draw will be conducted in hours and time taken in each draw must be consecutive.

8. This Letter of Understanding will be attached to the Collective Agreement, but it is agreed that following the evaluation period, if the Report Analyst Unit Shift Schedule is no longer acceptable, the process for change is outlined in the Letter of Understanding as per #5 above.

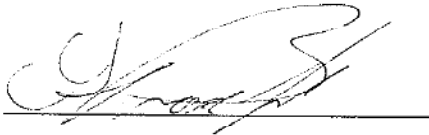
Shift Schedules – Joint Committee

LETTER OF UNDERSTANDING

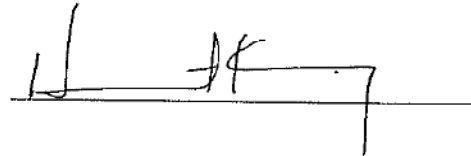
The employer agrees to maintain the current shift schedule and arrangements in place under the provisions of Article 8:02(d) until such time as a joint committee(s) comprised of an equal number of representatives of the employer and the Association have had an opportunity to review the existing shift schedule and arrangements under 8:02(d) and make recommendations regarding changes to the provisions of article 8:02(d).

If the recommendations are acceptable to the Association and the employer, they will be implemented. If the recommendations are not acceptable to the parties, then either party may refer the matter to arbitration for disposition.

For the Ottawa-Carleton
Regional Police Association



For the Ottawa-Carleton
Regional Police Services Board



Date June 12/01

Review of Civilian Jobs

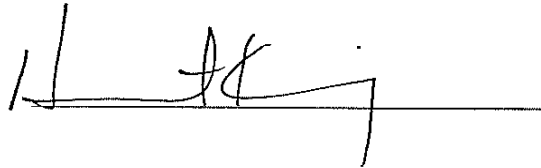
LETTER OF UNDERSTANDING

With the recognition that over time there has been a change in some of the job duties, the Association and the Board agreed that there would be a review of all civilian jobs. To this end the employer has commenced a review and a re-evaluation of all jobs.

It has been agreed that the parties will meet when this re-evaluation process is completed and that any necessary changes arising from the review will be implemented.

For the Ottawa-Carleton
Regional Police Association

For the Ottawa-Carleton
Regional Police Services Board



Date June 12/01

Hours of Work for Special Constables

LETTER OF UNDERSTANDING

BETWEEN

THE OTTAWA POLICE ASSOCIATION

AND

THE OTTAWA POLICE SERVICES BOARD

Hours of Work For Special Constables Working in Central Cell Block

The employer agrees to establish a joint committee, comprised of an equal number of representatives of the employer and the association, to review the existing shift schedule and arrangements for Special Constables working in Central Cell Block.

If the recommendations are acceptable to the association and the employer, they will be implemented.

FOR THE EMPLOYER



FOR THE ASSOCIATION



DATE: May 8, 2002

On Call Provisions

**LETTER OF UNDERSTANDING TO BE INCORPORATED IN
COLLECTIVE AGREEMENT**

Re: Article 10(b) and 10(c) of the Civilian Collective Agreement

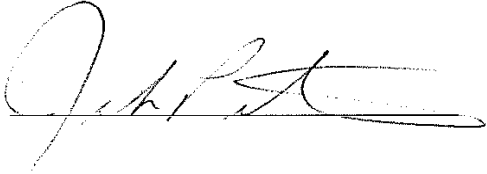
It is recognized that there may be circumstances when an employee would be placed on-call by the Chief, or persons designated by the Chief, for a defined period of time during his/her off-duty hours. During the entire period the employee is designated to be on-call, he/she must be available for work, immediately reachable by phone for discussion and, if required, must immediately return to work.

An employee placed on-call by the Chief/designate will receive 1/3 of an hours pay for each hour on-call and, if required by the employer to return to work, would be subject to the provisions of article 10(c) while at work, not the 1/3 of an hours pay. However, it is understood that the 4.5 hour guarantee provided in 10(c) would only be applicable once during any 24 hour period of on-call and would not apply if the employee is required to return to work more than once during the 24 hour period.

It is also agreed that the reference to stand-by and its definition is removed from article 10(b) and 10(c).

The above provisions in no way alter the fact that employees not placed on-call are also required to return to work when called subject to the applicable overtime and/or call-back provisions of the collective agreement, not these on-call provisions.

FOR THE OTTAWA-CARLETON REGIONAL
POLICE ASSOCIATION



FOR THE OTTAWA-CARLETON REGIONAL
POLICE SERVICES BOARD



DATE Jan. 16/98

Sick Leave / IPP

LETTER OF UNDERSTANDING

BETWEEN

THE OTTAWA POLICE SERVICES BOARD

AND

The OTTAWA POLICE ASSOCIATION


"Civilian Personnel"

Sick Leave/IPP

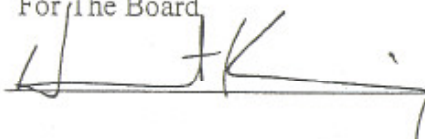
When an employee is off work due to illness/injury and the nature of the illness/injury is such that the employee has been (or potentially could be) off work for a period in excess of 4 weeks, and where the employer needs specific information in order to assess the potential for a return to modified work, the following shall be applicable:

1. The employer shall provide a letter to the employee with a form outlining the information requested from his/her attending physician. The form shall indicate that the purpose of the letter is to identify a potential return to work date and to assess whether the employee could be accommodated in modified duties at an earlier date.
2. The employee is responsible for ensuring that the form is fully completed by the attending physician and returned to the designated employer representative in a timely fashion.
3. If there is a cost for the completion of this form, it will be paid by the employer, if not covered elsewhere.

For The Association



For The Board



Date: May 8, 2002

**Request for Medical Information
Ottawa Police Service**

The Ottawa Police Service has a policy supporting the re-integration of employees who are absent due to illness and/or injury. The following information is required to assist in determining a return to work date, if modified work is a viable option and, if so, the degree and nature of any accommodation.

Part I: To be completed by employee (Please Print)

Name of employee	Cadre #	Home telephone
Home Address	Section	Location

I authorize the completion of this form and its release to my employer.

Signature _____ Date: _____

If the Police Service Physician requires any additional information related to the accommodation of my illness / injury, I authorize the release of such information to the Police Service Physician that my Physician feels necessary to the accommodation of my illness/injury

Signature: _____ Date: _____

Part II -To be completed by a Qualified Medical Practitioner

1. a) Date current illness/disability commenced _____
 b) Date you commenced treating this patient _____

A description of the employees' job duties and responsibilities and a description of the physical demands of the job has been provided to you and the patient, to assist you in assessing if the employee can perform the duties of the position in the current or modified form.

- a) Is employee able to perform all of the duties of his/her position?
 Yes _____ No _____
- b) If no, what is the expected return to work date?
 Date: _____
- c) If unknown indicate date for reassessment
 Date: _____

3. Can the employee return to work now if appropriate modifications are made to the job duties?

Yes _____ No _____

4. If answered yes in #3, please describe the required modifications, any restrictions, and the anticipated duration that the modifications/restrictions would be required.

5. I, undersigned, duly qualified medical practitioner licensed to practice in the province of _____, hereby certify that I have been in attendance upon the above named individual.

Signature _____

Date _____

Doctor's name (Please Print) _____
 Address _____

Telephone number _____

Please direct all inquires to: Occupational Health Services, 474 Elgin Street, Ottawa, Ontario K2P 2J6
 Telephone number 236-1222 extension 5464 or 5853

Long-Term Disability

LETTER OF UNDERSTANDING

BETWEEN

THE OTTAWA POLICE ASSOCIATION

AND

THE OTTAWA POLICE SERVICES BOARD

“Civilian Personnel”

The parties agree that the following understandings and commitments will be effective the date of signing of this Letter of Understanding and will continue in effect unless and until otherwise mutually agreed. The provisions pertaining to the long-term disability plan will be incorporated into the LTD policy and/or procedures.

Eligibility for long-term disability

- LTD benefits to eligible employees will cease the earliest of
 - (a) when the employee no longer qualifies or
 - (b) when the employee reaches normal retirement age or
 - (c) when the employee is eligible to retire with a non actuarially reduced pension.

Administration of the long-term disability plan

- Prior to formally making application for long-term disability, the employee must meet with the Occupational Health Specialist of the Human Resources Department for an assessment and to determine any restrictions pertaining to reintegration.
- On a regular basis, and as circumstances require, the Occupational Health Specialist of the Human Resources Department will meet with representatives of the Association and the Carrier Company to discuss details surrounding the claims and any return to work options. It is recognized that ongoing communication amongst the parties will be required.

Reports To be Provided to The Employer

- A one time only report detailing the history of claims with details of all of those who have been on LTD with the current carrier company.
- An annual financial report outlining the premiums paid, status of reserves, year to date experience, projections, as well as any other relative information. The initial report will be made available as soon as possible.

- Regular quarterly update reports (including information such as: new claims, decisions on claims, returns to work, active claims, employees no longer eligible, etc). A report format will be developed to ensure all of the required information is included.
- A designated person in the Human Resources Section of the Police Service shall be advised directly by the Association as soon as any application for Long-term disability has been submitted to the carrier company.
- The designated person in the Human Resources Section may contact the carrier company at any time and obtain information regarding the status of a claim.
- Any and all forms relative to a disability claim that are to be completed by the employer shall be forwarded to the Director of Human Resources at the Police Service, who will ensure the forms are completed and returned to the Association for processing.

Long-term Disability Rates

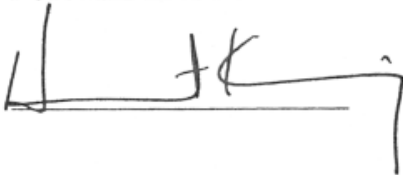
There will be no upward adjustment to the rates unless justified by experience with these changed provisions.

General – Return to work requirements

Employees on sick leave/IPP or LTD are required to return to work when work is made available which the employee is able to perform, subject to medical confirmation and taking into account any medical restrictions.

This is not intended to apply for absences of less than two weeks, unless the employee is frequently off work for short durations.

FOR THE EMPLOYER



FOR THE ASSOCIATION



DATE: May 8, 2002

Benefits for Retirees

LETTER OF UNDERSTANDING
BETWEEN
THE OTTAWA POLICE SERVICES BOARD
AND
THE OTTAWA POLICE ASSOCIATION

Benefits for Retirees For Civilian Employees:

In accordance with past arrangements, eligible retirees were provided coverage for extended health (including semi private hospital, vision care, prescription drugs to age 65, and other benefits) and dental coverage on a cost sharing basis. The parties agree that this Letter of Understanding replaces the previous arrangements.

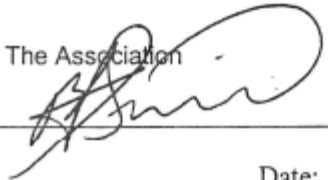
However, it is acknowledged and agreed that the employees who retired before date of ratification will maintain their current coverage(s) on the same cost sharing basis as previously applicable.

Effective from date of ratification of this Letter of Understanding, for all employees in the bargaining unit at time of their retirement, effective from the date of their retirement from the Ottawa Police Service, instead of the coverage previously provided, the employer will provide the following coverage, at 100% employer paid, provided that at retirement they are in receipt of a non actuarially reduced pension from OMERS or COSF, and provided that at least 20 of the retiring employee's credited years of service were with the Ottawa Police Service. This coverage would also be applicable to employees who at retirement are in receipt of a pension from OMERS, and (a) are a minimum of 55 years of age and whose age and years of service total a minimum of 85, provided that at least 20 of the credited years of service were with the Ottawa Police Service or (b) retire for medical reasons before reaching the required age and years of service criteria, provided they have at least 25 credited years of service with the Ottawa Police Service, in which case they would be eligible for coverage upon attaining the age and years of service criteria if they had continued to work.

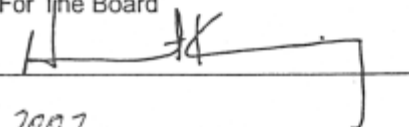
- Prescription drugs as identified under the formulary of the policy in effect at that time;
- Semi private hospital coverage;
- Vision Care as provided in the policy at that time;
- Other Health Benefits as specified in the policy;
- Coverage is for eligible retired employees and their eligible dependants. In the event of the death of the retired employee, the employee's spouse and eligible dependants will maintain eligibility for coverage (as per the previous arrangements).
- The coverage for prescription drugs ceases at age 65.

This coverage would be available through the employer as soon as administratively possible.

For The Association



For The Board



Date: May 21, 2002

Suspension With Pay

LETTER OF UNDERSTANDING

BETWEEN

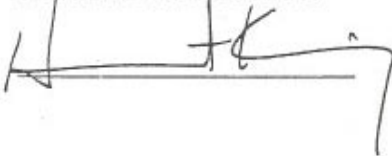
THE OTTAWA POLICE ASSOCIATION

AND

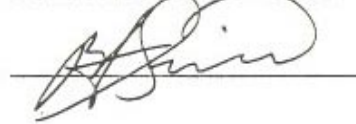
THE OTTAWA POLICE SERVICES BOARD

If an employee is under investigation for, or charged with committing a criminal or statutory offence because of acts done in the execution of his/her duties, and where the nature of the allegations/charges are such that the Chief considers it necessary to remove the employee from employment with the Police Service, and where the Police Service has not yet completed its review to determine what discipline (if any) is warranted, such employee will be suspended with pay pending the review and determination by the Police Service as to the appropriate discipline.

FOR THE EMPLOYER



FOR THE ASSOCIATION



DATE: May 8, 2002

Administration and Payout of Time Banks

LETTER OF UNDERSTANDING

Between the
OTTAWA POLICE SERVICE
(hereafter called the "Employer")

and the

OTTAWA POLICE ASSOCIATION
(hereafter called "the Association")

RE: ADMINISTRATION & PAYOUT OF TIME BANKS

PREFACE

Recognizing that:

- there are provisions in the Police Personnel and Civilian Personnel collective agreements regarding the administration and payout of timebanks which have not been strictly adhered to in the past;
- some employees have been permitted to accumulate excess time banks, and grandfathered time banks will be created to eliminate these excess time banks over a multi-year period; and
- these accumulated timebanks have become a significant financial liability to the organization,

following lengthy discussions between the parties, effective the date of ratification of this Letter of Understanding, the time bank provisions of the collective agreements will be strictly adhered to, and the parties do hereby agree as follows:

TERMS AND CONDITIONS

A) OT & Court Time – Art. 13:06 (Police Personnel) & Art. 10(g) (Civilian):

The consolidated overtime/court time bank will include the following banks, and is restricted to a maximum of 120 straight time hours in accordance with the collective agreement:

- * Bank 28 Overtime- Shift Advance
- * Bank 29 Overtime- Call Back
- * Bank 30 Overtime- On Call
- * Bank 31 Overtime- Straight Time
- * Bank 32 Overtime- Time and a Half
- * Bank 33 Overtime- Statutory Holiday Bonus
- * Bank 44 Court Time
- * Bank AO Attack on America OT
- * Bank AA Attack on America Airport OT

However, for overtime and court time slips entered by Finance starting **(as soon as administratively possible following the effective date of this Letter of Understanding)**, overtime and court time hours will be paid out if they would otherwise result in the sum of the consolidated OT/Court Time banks (plus the grandfathered OT/Court Time bank) exceeding 120 straight time hours.

Hours on any overtime and court time slips entered by Finance prior to **(as soon as administratively possible following the effective date of this Letter of Understanding)** can be banked, and if not otherwise used by the employee for time off or payout purposes in the interim, the hours will be included in the grandfathered OT/Court Time bank when it is created.

B) Statutory Holidays – Art. 17:04 (Police Personnel) & Art. 9(d) (Civilian):

Commencing in 2004, by March 31st (Sworn) and by March 1st (Civilian) of each calendar year, there will be a mandatory payout of the unutilized portion of statutory holiday credits earned in the previous year. For 2003, **as soon as administratively possible following the effective date of this Letter of Understanding**, there will be a mandatory payout of up to 96 hours (Sworn) and up to 84 hours (Civilian) from the GS bank (i.e. the Grandfathered Statutory Holidays Pre-2003 bank).

C) Annual Leave

1. Except as provided below, employees must select all of their annual leave in the leave draw, and all annual leave must be taken as time off in the year it is earned.
2. All employees may be permitted to hold back up to five (5) days of their annual leave for the purpose of taking one (1) day leaves throughout the year at the discretion of their supervisor. The provisions of Article 14:05 (Sworn) and 11(e) (Civilians) will not apply to any leave taken under this provision.

If for operational reasons, and upon management approval, an employee is unable to utilize a portion of his/her five days annual leave that were held back, then it must be exhausted the following year as outlined in item C(4) & C(5) below.

3. If pursuant to Article 15:05 (Police Personnel) or Article 12(f) (Civilian), or due to an injury or illness arising out of and in the course of his/her duties within the meaning of the WSIB Act, an employee is unable to utilize a portion of his/her annual leave in the year it is earned, then it must be exhausted the following year as outlined in item C(4) and C(5) below.

4. An employee must exhaust any carryover of the previous year's annual leave in one of the following ways:
 - a) the employee may request that any portion of the carried over annual leave be taken as time off prior to June 1 of the year following the year in which the credits were earned; or
 - b) the employee may request a voluntary payout of any portion of the carried over annual leave at any time prior to June 1 of the year following the year in which the credits were earned, and such payout will be provided; or
 - c) Upon sufficient notice prior to June 1 of the year following the year in which the credits were earned, the employee may request that any portion of the carried over annual leave be taken as time off on or after June 1st of the year following the year in which the credits were earned.
5. Any unutilized credits remaining in the employee's bank as of June 1st of the year following the year in which the credits were earned will be paid out, excluding those requests which have been approved for time off under 4a) or 4c) above.

D) Rate of Payouts

Payouts of Overtime/Court Time, Statutory Holiday credits and Annual Leave will be at current rates.

E) Grandfathered Banks

1. On January 28, 2003 as part of the year-end process, the OSL feature was used to electronically transfer previous years' annual leave and statutory holiday balances to new "grandfathered" time codes. Those grandfathered time codes are the following:
 - GA – representing grandfathered annual leave from pre-2003; and
 - GS – representing grandfathered statutory holidays from pre-2003.

As soon as administratively possible following the effective date of this Letter of Understanding, the employer will create a grandfathered Overtime/Court Time bank comprised of excess hours above the 120 straight time hour cap. Please note that this grandfathered bank must be created manually (rather than electronically), therefore it may not be created until October 2003.

2. There would be no mandatory payouts from the 3 grandfathered banks until December 31, 2010 at which point all remaining hours will be paid out. The exception is the mandatory payout in 2003 (see item B above) of up to 96 hours (Sworn) and up to 84 hours (Civilian) from the GS bank (i.e. the Grandfathered Statutory Holidays Pre-2003 bank).

3. Employees can request a voluntary payout of any portion of the three grandfathered banks (including the grandfathered Annual Leave bank) at any time prior to December 31, 2010, and such payout will be provided.
4. Employees can request that any portion of the three grandfathered banks be used for time off purposes. Subject to operational and financial considerations, management shall make reasonable efforts to approve requests for time off.
5. Employees with a grandfathered Overtime/Court Time bank must draw down the grandfathered OT/Court Time bank first (for either pay or time off purposes) before accessing the regular OT/Court Time bank which is capped at 120 straight time hours.
6. Payouts of grandfathered Overtime/Court Time, Statutory Holiday and Annual Leave banks will be at current rates.

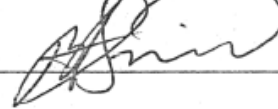
To the degree that the provisions of this Letter of Understanding amend or modify the provisions of the Police Personnel or Civilian Personnel collective agreements, the parties agree to amend the collective agreements accordingly.

FOR THE POLICE SERVICE



Date: 2003-05-01

FOR THE POLICE ASSOCIATION



Date: 01 May 2003

Civilian Promotional Process

LETTER OF UNDERSTANDING

Civilian Promotional Process

The parties will form a joint committee with representatives from Human Resources and the Association with the purpose of establishing an improved promotional procedure for civilians.

The committee will make recommendations to the Chief and the President of the Association for consideration. Such recommendations should be provided by June 30, 2009.

LETTER OF UNDERSTANDING

between the

OTTAWA POLICE SERVICES BOARD
(hereafter called "the Employer")

and the

OTTAWA POLICE ASSOCIATION
(hereafter called "the Association")

2008 - 2010 CIVILIAN PERSONNEL COLLECTIVE AGREEMENT

This Agreement represents the terms and conditions of employment for the 2008 - 2010 Civilian Personnel Collective Agreement. In the event there are any errors or accidental omissions that should have been included by the parties, the error(s) or omission(s) will be considered part of this agreement and the necessary corrections made.

FOR THE POLICE SERVICES BOARD

Eli El-Chantay

Chair

FOR THE ASSOCIATION

David

PRESIDENT

Date: 18 February 2010

Date: 1 FEB /10

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